

## **Unique People Services Job Description**

**Job Title:** Registered Nurse (RN)  
**Department:** DD Programs  
**Reports To:** Residence Manager  
**FLSA Status:** Exempt  
**Prepared By:** HR Director  
**Revised Date:** 3-31-11

**SUMMARY:** Manage the nursing care of client, including determining the need for immediate physician attention, the execution of medical orders of the physician or dentist and the coordination of the clients nursing care in relation to routine facility activities and the clients comprehensive treatment plans. Tasks include, but are not limited to, administer prescribed medications by the appropriate route, change or assist in changing dressings and cleaning wounds or incisions. Take and record the client's vital signs to detect deviations from the normal and to gauge progress of the client, observe, assess, record and report to the physician the client's condition and reaction to drugs, treatments and significant incidents.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following; other duties may be assigned. The Registered Nurse participates in:

- The pre-admission evaluation study and plan.
- The evaluation study, program design and placement of the client at the time of admission to the residence.
- The periodic reevaluation of the type, extent and quality of services and programming.
- The development of discharge plans.
- The referral to appropriate community resources.
- Conduct in-service training with regard to personal hygiene, medication administration, family life and sex education.
- Control of communicable diseases and infections, through identification and assessment reporting to medical authorities.
- Implementation of appropriate protective and preventive measures.
- Develop treatment plans, in conjunction with the Interdisciplinary Team, consisting of an evaluation of the nursing needs and selection of nursing procedures and practices which will best serve the client's health care needs.
- Record on the clients medical records nursing observations and action taken, such as nursing care given, medications and treatments given, reactions to treatments, tests, the intake and output of fluids and solids and the client's vital signs. Record nursing needs of clients.

- Modify the nursing plan, in terms of the client's daily needs, at least annually for adults and more frequently for children, in accordance with developmental changes.
- Shall supervise medication administration practicum and sign off on medication administration monthly.
- Available for on-call duty and to work varied shifts as the needs arises.
- Work harmoniously and cooperatively with all consulting and/or contracted medical services to insure recommended treatments are carried out, integrated and documented into the treatment plans.
- Insure that the inventory standards for medicines, solutions, supplies and equipment are maintained to meet nursing care needs.
- Account for the issuance of controlled drugs and narcotics and inventories of these drugs.
- Insure the physical safety and security of the client by assessing the client's ability to maintain his or her own safety and by taking the precautionary measures necessary to adequately safeguard the client from self-inflicted injury or environmental hazards that may cause physical harm to the client. This includes protection of clients from health hazards such as transmission of infectious organisms, isolation of infected clients and use of properly sterilized equipment when its use is necessary.
- Provide appropriate information to the client and family about such areas as sustaining and preventive health care, personal hygiene, methods of family or self-treatments, self-medication and possible side effects of medications.
- Serve as a liaison, interpreter or as accompaniment to client with outside providers of health services.
- May train LPN and Skill Builder staff by way of demonstrations and the provision of written and oral instructions in the performance of nursing techniques and the use of certain nursing equipment.
- Carry out all policies of the agency issued b management in accordance with OPWDD and/or other funding agency guidelines.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. A Registered Nurse licensed to practice in New York State who has specialized training or (1) one year of experience in community health services. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**NOTE:** This job description reflects management's assignment of essential and secondary functions. It does not prescribe or restrict the tasks that may be assigned. Tasks are subject to change at any time due to reasonable accommodation or other reasons.

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Only applicants being considered for an interview will be contacted.

Unique People Services is an Equal Opportunity Employer.