

POSITION DESCRIPTION

CLASSIFICATION TITLE: Health Services Specialist II

POSITION TITLE: LPN

General Statement of Responsibilities:

This Non-exempt position is responsible for assisting staff psychiatrists in the prescription, administration, and monitoring of consumer medications.

The incumbent reports to and receives supervision from the Senior Nurse. In carrying out position responsibilities, the incumbent performs in accordance with established ESCSB policies and procedures and applicable regulations and laws, demonstrates initiative, exercises sound judgment, maintains confidentiality of information, and sustains effective working relationships.

MAJOR DUTIES:

- Process medication orders for consumers as prescribed by a clinic psychiatrist;
- In accordance with established policy and procedures and applicable laws and regulations, administer and/or deliver and record consumers' medications;
- Maintain applicable medical records/charts;
- Secure, store, and dispose of medications and prepare related records;
- Maintain stock medicine inventories and reorder as required;
- Make routine assessment of consumer behavioral, physical, and medical status and prepare related documentation;
- Provide routine supportive counseling to consumers in the course of medical assessment and treatment;
- Follow -up on all medical concerns, including laboratory results;
- Provide medication case management;
- Respond to calls for routine medical information;

- As directed, oversee the self-administration of consumer medications by non-licensed staff;
- Perform other position-related duties as assigned by the Senior Nurse and/or the Medical Director.

QUALIFICATIONS:

The incumbent should have position-related experience with the population served and/or experience in an outpatient setting and possess the following knowledge, skills, and abilities:

Knowledge (s) of: Basic knowledge of the mental health population; characteristics and precautions to be taken in administration of medications; the medications commonly prescribed to the consumer population served and related psychiatric and medical terminology; regulations governing the security, dispensing, disposal of and storage of controlled substances; supportive counseling practices; and the standards for record keeping related to medication dispensing.

Skills (s) in: Administrating and inventorying medications in accordance with established policy and procedures; providing supportive counseling and case management services; performing consumer behavioral, physical, and medical assessments; preparing and maintaining medical records.

Ability (ies) to: Administer, store, handle and inventory medications in accordance with established policy and procedures and applicable law and regulations; maintain thorough and precise medical records; establish a rapport with consumers; establish and maintain effective working relationships with physicians and other inter- and intra-agency personnel; resolve position related problems; demonstrate initiative; maintain applicable confidentiality, and exercise sound judgment.

HIPAA Access Level: 2=access to all consumer information

Bona Fide Qualifications:

As a minimum, the incumbent must have graduated from an accredited LPN training program and hold a current Virginia license as a Licensed Practical Nurse.

ORGANIZATIONAL LOCATION:

EXECUTIVE DIRECTOR

MEDICAL DIRECTOR

SENIOR NURSE

LPN

SALARY &/OR HOURLY RATE RANGE: Classification Level VIII

EFFECTIVE DATE: February 1, 1999

POSITION DESCRIPTION CONTENT:

Job descriptions are not intended to be, and should not be construed to be, all-inclusive list of all responsibilities, skills, efforts, or working conditions associated with a job.

While the job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add, or remove duties from particular jobs and to assign other duties as necessary.

SIGNATURES:

LPN

Date

Medical Director

Date

Executive Director

Date