

Cross Road Health Ministries, Inc.

Job Description

Job Title: Registered Nurse – MAT Program, Program Coordinator
Department: Nursing Department
Supervisor: Director of Nursing/Clinical Manager
FLSA Status: Full-time or Part-time Non-Exempt (or Exempt if under contract as such)
Approval: By: DRD **Date:** 3/7/2018
Work Hours: Regular office hours; nights, holidays and weekends as scheduled and as needed and agreed to by contract.

Position Summary: Plans, directs and provides professional nursing care using the team approach and at all times promotes fulfillment of CRHM's mission statement. Coordinates the Medication Assisted Treatment for Opioid Addiction – Suboxone program at CRMC. Delegates aspects of patient care consistent with team member's level of preparation. Works with patients, providers, families and other health care providers to ensure coordinated planning focusing on continuity of care. Serves as the point contact for patient information. When working in urgent care or the clinic, this position will provide care to patients over the phone, coordinates with emergency medical services and provides care to patients in urgent care, x-ray department, observation unit and clinic; supervises coverage in these positions as needed.

Essential Nursing Duties and Responsibilities:

(Responsibilities, Accountabilities, and Competencies; May not include all duties of this job)

- **Assessment:** Initial and ongoing observation reflects a knowledge of pathophysiology and the disease process, including physical, psychosocial, spiritual and educational needs, cognitive status, safety and equipment.
- **Planning:** Planning will reflect the identified needs as well as expected outcomes obtained from the patient assessment.
- **Intervention/Implementation:** Demonstrates effective clinical judgment, and provides appropriate therapeutic interventions. Works with the health care team to provide care for the whole person, including physical, psychosocial and spiritual care.
- **Evaluation:** Determines effectiveness of interventions, and revises the plan of care based on expected outcomes.
- **Professional Practice:** Practices in a professional manner and collaborates with other health team members. Participates in continuous quality improvement activities, including audits, peer reviews, policy and procedure revisions and nursing practice improvements. Regularly plans and completes self improvement activities.
- **Communication:** Communicates in a positive, professional and effective manner with members of the health care team, patients and their families to promote positive patient outcomes.
- **Computer Skills:** Utilizes the EHR effectively for each step of the nursing process; proficient in Microsoft Word.
- **Attendance:** Regular attendance is a requirement of this position for scheduled shifts, in-services, certification training and departmental meetings.

Duties related to the Medication Assisted Treatment for Opioid Addiction – Suboxone Program.

- Helps manage the flow of patients within the program.
- Answers general questions about medication from patients, family, or providers seeking to refer a patient.
- Manages the initial phone screening of potential patients for treatment.
- Helps organize the required forms and ensure that each patient chart contains the necessary documentation.
- Manages and schedules office visits for inductions and follow-up visits.
- Assumes the role of primary contact person for patients, family members, and other providers.
- Coordinates and performs/monitors patient inductions.
- Dispenses medications to patients at visits under the direction of provider

- Other related duties as assigned.

Qualifications: To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Education/Experience: Graduate of an accredited/approved school of Nursing. Preferred one year Registered Nurse experience in an acute care hospital with emergency room or critical care background preferred. Experience with behavioral health a plus.

Other Qualifications:

- Ability to assess, problem solve, triage effectively, independently, and rapidly
- Licensed as a Registered Nurse in the State of Alaska
- Basic (BLS) and Advanced Cardiac Life Support (ACLS) upon hire.
- Course completion will be required for trauma nursing core course (TNCC) and Pediatric Advanced Life Support (PALS) or Emergent Nursing Pediatric Course (ENPC) as available upon hire.
- Neonatal Resuscitation Program (NRP) is encouraged.
- Reads, writes, and speaks English

Physical Demands/Work Environment: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, grasp, handle or feel and to reach with hands and arms. The employee is frequently required to use and operate medical instruments or devices, sit, stand, walk, see, speak, and hear. The employee is occasionally required to kneel, climb stairs, climb or balance. The employee is regularly required to lift up to 10 pounds, occasionally lift up to 25 pounds, and rarely lift more than 50 pounds (ie moving or positioning a patient). This is an OSHA Category 1 job, which requires safe practices in the handling and exposure to blood, body fluids, infectious diseases or tissues.

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job.

This Job Description reflects CRHM’s best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. *This is not intended to be a contract.*

Your signature indicates you have read this Job Description and understand the essential qualifications and functions of the job.

Employee Signature: _____	
Employee Printed Name: _____	Date: _____
HR Director Signature: _____	Date: _____