

**JOB DESCRIPTION # 16.35**

**TITLE:** Ancillary Support Professional

**FUNCTIONAL TITLE:** Rolland Registered Nurse/ Residential Director

**JOB CATEGORY:** Nursing

**REPORTS TO:** Area Director, Health Director and/or RN Supervisor

**BASIC FUNCTIONS:** To advocate and institute the appropriate nursing interventions, according to the Nurse Practice Act of Massachusetts, for all medical needs of assigned program participants focusing on optimal health for all individuals. The registered nurse will establish medical protocols and interventions and supervise Rolland LPN staff ensuring: appropriate LPN nursing interventions according to the LPN nurse practice act are followed, job responsibilities are complete, and other assigned tasks. The licensed registered nurse bears full responsibility for the quality of healthcare he/she provides. The Licensed registered nurse is responsible for each individual to live a safe, enjoyable life in their community with opportunities to learn and to exercise increasing independence and control over their lives. The agency and its employees are responsible to the people we support.

**QUALIFICATIONS:** Registered Nurse with current MA license. One year working in a residential setting with disabled adults or Home Care experience. One year supervisory experience in a medical model. Leadership abilities (articulate, organized, and teamwork orientated). Excellent communication skills. Valid Massachusetts driver's license.

**SCHEDULE:** Hrs as assigned by Area Director and program needs. On –Call responsibilities required via agency cell phone.

**RESPONSIBILITIES/OBJECTIVES:**

- Assess and coordinate healthcare services for participants. Institute appropriate follow up and communicate all medical issues to: Physicians, nurse practitioners, and other medical licensed providers, Area Director, Health Care Director and any other appropriate SHCS staff.
- Document all nursing interventions and changes affecting the individual in appropriate areas – C file, Daily log, progress notes, staff communication log, and any other identified system for communication purposes.
- Review ISPs for current knowledge of Areas of Life support plans and strategies, behavior plans, and physical therapy plans. Update Health Care Record and provide: yearly medical assessments/summary; and copies of necessary medical visits at ISP

- Maintain current medication and treatment orders according to MAP standards noting any side effects/adverse effects and report to appropriate people: M.D, Area Director, Health Care Director SHCS, and other designated SHCS staff. Assist in training staff in personal care, positioning, feeding, use of supportive devices, and any other designated task by AD/ Health Care Director SHCS and or NE Supervisor.
- Maintain health records according to DDS standards assuring that necessary documentation is up to date.
- Ensure that information is communicated to staff-residential and day program regarding recommendations and treatments ordered by prescribing physician, NP, PA, and any other licensed medical personnel.
- Assist and transport Individuals if designated on necessary appointments as recommended by their Physicians and DDS standards.
- Maintain all required certifications
- To maintain regular contact and positive relationship with individual's family members/guardians to include providing medical status updates, scheduling medical appointments, and acting as a positive liaison between family/guardian and the residential program for medical supports.
- To assist the individuals with their personal care and ADL's, household shopping, and community integration being mindful for allowing ongoing opportunity for individuals to assume increasing control and responsibility.
- To follow Foundation and Affiliate Policies and Procedures regarding scheduling, addressing crisis situations and communicating appropriate general information.
- To perform additional duties as required or directed
- Monitor for the observance by all maintaining safety.
- (A) Meet with program Area Director/ Health Care Director SHCS and or NE supervisor, for supervision and direction as needed to ensure appropriate medical health care is provided for participants.  
  
(B) Conduct staff meetings and participate in discussions of current medical/health issues; Residential topics; staff trainings – supportive devices; equipment; and any other medical house related issues.  
  
(C) Attend other designated mandatory in-services.
- To implement procedures and services including medical interventions, or additional duties, as assigned by the program Area Director/ Health Care Director SHCS or NE supervisor

**EXPECTATIONS:**

- To carry out all responsibilities professionally and efficiently.
- To treat individuals receiving supports with respect and dignity and maintain confidentiality and integrity at all times.
- To foster an environment which promotes responsibility, cooperation, consideration and hospitality.
- To work in harmony and in support of the Seven Hills Foundation operating subsidiaries.
- Provide LPN nurses supervision regarding medical supports and report to Health Care Director and NE Supervisor status of medical issues. As the Residential Director will supervise non medical staffing issues- see Residential Director job description.

**PHYSICAL REQUIREMENTS:**

- Ability to drive
- Ability to lift 35 pounds on occasion

**STATUS:** Non-Exempt

I have read and understand my job description.

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Employee Printed Name

\_\_\_\_\_

Supervisor

Date

