

LIFE MANAGEMENT CENTER, INC.
POSITION DESCRIPTION
Last Revised 09/25/2026

Incumbent's Name:		Employment Status:	Regular/Full-Time
Job Title:	Central Receiving Facility RN	Reports To:	Director of Nursing
Classification:	Non-Exempt	Supervises:	MHAs, Drivers, other team members in absence of Director of Nursing

Mission Statement:

It is the mission of Life Management Center to inspire confidence and respect as a provider of comprehensive behavioral care and family counseling services and to be a valued partner in the alliances that promote the health and quality of life of our community and its members.

JOB SUMMARY:

The RN is responsible for triaging each individual as they arrive and completing the pre-admission nursing screening for all clients and nursing assessment and physician admitting orders for LMC admissions. Information gathered from the individual, family/significant other, nursing home, assisted living facility, etc. about the individual's current medical conditions, and medications currently prescribed will be documented. The individual's primary care physician and/or identified Pharmacy will be contacted if appropriate. The RN will review the findings of the nursing assessment with the psychiatrist and the inpatient unit nurse, or the nursing staff at local hospitals if the individual is being transferred. Medications ordered by physicians will be provided immediately, if needed, to alleviate any urgent medical or behavioral health symptoms. Crisis management is also provided, including initiating seclusion or Emergency Treatment Orders/Holds, if necessary. The RN provides support to the team and co-supervision of the CRF MHAs, drivers, and other team members in the absence of the CRF Team Leader.

ESSENTIAL/CORE JOB-SPECIFIC DUTIES AND RESPONSIBILITIES

1. Completes pre-admission nursing assessments expeditiously to help team meet the 2-hour target for disposition to a receiving facility referral for admission. Completes admission Nursing Assessments and Medication Reconciliation for ACI admissions in accordance with Client Record Handbook and unit procedure specifications. MAR'S will be initiated and administration of medication documented if medication is given in CRF.
2. Conducts "read back" process for each verbal order in accordance with Agency policy/unit procedures. Provides and documents direct nursing care as needed in accordance with unit procedures and physician's orders. Documents according to JC standards.
3. Performs ongoing nursing supervision, assessment and monitoring of clients while they are in the Access unit. Follows-up on client medical complaints. Notifies physician of changes in client's condition. Documents ad hoc nursing care progress notes in accordance with unit procedures.
4. If medications are administered, verifies proper identification of client using two identifiers (photograph and name wrist band) for each medication administration and clinical test procedure in accordance with Agency policy/Unit procedure. Maintains unit compliance with applicable medication

management, storage and narcotic control policies and procedures. Ensures monthly medication cabinet inspections and inpatient monthly drug inspection forms are completed each month, as assigned by Supervisor. Orders medications from Pharmacy and nursing care inventory from Central Supply in advance to prevent inadequate supply.

5. Reviews all referrals thoroughly, but quickly, and ensures that the referral source is contacted for additional information and later with the disposition (acceptance or denial) within two hours or less.
6. Coordinates and leads inter-shift report with nursing, Associates, Access Counselors, and other staff. Provides supervision of MHAs and Drivers. Assures compliance with established continuity of care and client safety change-of-shift procedures. Assigns MHA at beginning of report to perform change of shift Safety Inspection in accordance with program procedures.
7. The CRF nurse will coordinate all ACI admissions with the admitting unit nurses to ensure appropriate bed availability. The RN will ensure that the client being admitted to ACI gets to the unit quickly and will bring the client directly to the unit after disposition is determined.

OTHER JOB-SPECIFIC:

1. Coordinates/implements or directs proper procedures for all medical and psychiatric emergencies. Contacts on-call physician/psychiatrist or administrator for direction as needed. Coordinates transportation of client and pertinent medical information to a general hospital if needed or ordered.
2. Coordinates implementation of precautionary levels for clients in accordance with unit procedures. Assigns staff to carry out precautionary levels to monitor clients. Monitors staff performance of duties and unit/client safety.
3. Initiates and oversees the implementation, monitoring and documentation of seclusion interventions to ensure unit compliance with LMC policies and unit procedures. Pursues performance improvements in terms of reduction in use of seclusion, client and staff safety, and clinical effectiveness, as indicated.
4. Complies with LMC and CDC infection surveillance, control, and prevention policies and procedures or standards. Identifies risk factors for infection in client populations and takes appropriate steps to prevent transmission of infections in accordance with established protocols/procedures. Reports identification of all transmission-based client infections, blood/body fluid exposures, sharps injuries, and suspicion of disease outbreaks in accordance with Adverse Incident reporting requirements. Monitors and assures staff compliance with LMC/CDC hand washing procedures.
5. Provides programmatic orientation and on-the-job training for new nursing staff assigned to shift in accordance with established orientation program plans, as assigned by Supervisor. Signs off Programmatic Orientation Checklist when training new staff.

CLINICAL COMPETENCIES/PERFORMANCE

1. Demonstrates knowledge and skills to systematically obtain, analyze, and interpret relevant data and information to determine treatment recommendations and priorities.

2. Demonstrates knowledge about substance abuse, dependence, and other addictive behaviors and their treatment. Demonstrates ability to screen for psychoactive substance toxicity, intoxication, withdrawal symptoms, and co-existing mental health problems; and determine the client's readiness for treatment and change.
3. Demonstrates ability to screen for danger to self or others.
4. Demonstrates understanding of the range of treatment needed and knowledge of available treatment resources and their appropriate use in formulating with the client mutually agreed-upon treatment goals and measurable objectives.
5. Therapeutic Relationships/Ethics: Effectively establishes rapport, maintains appropriate therapeutic relationships, empathizes and communicates with clients. Respects and ensures protection of client rights and confidentiality/ privacy. Demonstrates knowledge of and adherence to accepted ethical and professional standards of conduct.
6. Demonstrates knowledge and skills to provide trauma informed care.
7. Waived Testing: Demonstrates knowledge and skill in conducting waived testing including:

Whole Blood Glucose Testing

Urine Drug Screens

Urine Pregnancy Tests

CENTERWIDE EXPECTATIONS

1. Performance Improvement: Initiates efforts to improve job, program, or Agency performance and quality of services. As appropriate, participates in LMC performance improvement initiatives or activities (e.g., work teams, committees, etc.).
2. Initiative/Acceptance of Responsibility: Demonstrates self-motivation and self-reliance. Performs tasks willingly and carries out assigned duties. Adjusts to peaks in work load; demonstrates flexibility and adaptability to change. Performs additional responsibilities as needed/required.
3. Attitude/Customer Relations: Demonstrates a positive, supportive, respectful and helpful attitude in interactions with all clients, visitors, other employees and the public. Contributes to cohesive group relationships; uses open communication to identify and resolve problems in and between units/departments.
4. Client Safety: Demonstrates a commitment to ensuring services provided/job performed promote and maintain a culture of client safety throughout the agency. Effectively communicates and proactively identifies risks to help reduce errors and other factors that may contribute to unintended adverse outcomes.
5. Attendance: Observes assigned work hours, use and scheduling of leave, and punctuality. Provides notification of absences, tardiness and leave requests in accordance with the Agency's policies and procedures. Respects length of time taken for lunch breaks and work breaks.

6. Training and Education: Maintains compliance with required training in accordance with established time frames. Seeks opportunities to increase knowledge and competencies which benefit the position, program or Agency.
7. Other duties as required: Complies with changes in duties and assignments in a positive and cooperative manner

QUALIFICATIONS:

Education/Experience:

- Official transcripts from approved college or university.
- Minimum of three (3) years of RN experience in a psychiatric setting preferred.

Licensure or Certification:

- Licensure as a registered nurse in accordance with Florida Statute 464.
- Must obtain and maintain current CPR, First Aid, and CPI certifications.

Competency/Skills

- Ability to perform nursing procedures and interventions in a safe and effective manner.
- Ability to elicit cooperation and maintain good working relationships among personnel and with medical staff.
- Ability to display good judgment in determining needs of unit/nursing services.
- Ability to determine work priorities, assign work and ensure proper completion of work assignments.
- Ability to maintain complete and up-to-date client record documentation.
- Ability to systematically obtain, analyzes, and interprets relevant data and information to determine treatment recommendations and priorities.
- Ability to screen for aggression or danger to others, and potential for self-inflicted harm or suicide
- Ability to screen for psychoactive substance toxicity, intoxication, withdrawal symptoms, and co-existing mental health problems; and determine the client's readiness for treatment and change.
- Ability to effectively establish rapport, maintain appropriate therapeutic relationships, empathize and communicate with clients.
- Demonstration of respect and ability to ensure protection of client rights and confidentiality/privacy.

Knowledge

- Comprehensive knowledge of nursing principles, practices and techniques; knowledge of psychiatric nursing. Knowledge of accepted ethical and professional standards of conduct.
- Knowledge of PI tools and techniques and ability to apply them. Knowledge of client safety principles and practices.
- Understanding of the range of treatment needed and knowledge of available treatment resources and their appropriate use in formulating with the client mutually agreed-upon, treatment goals and measurable objectives.

WORKING ENVIRONMENT/PHYSICAL DEMANDS:

Definitions for the frequency of occurrence:

Not Applicable (does not perform this activity)

Occasionally (performs activity up to 33% of the time)

Frequently (performs activity 34% to 66% of the time)
Continuously (performs the activity 67% to 100% of the time)

<u>Working Environment</u>	<u>N/A</u>	<u>Occasionally</u>	<u>Frequently</u>	<u>Continuously</u>
Works inside	☐	☐	☐	☒
Works outside	☐	☒	☐	☐
Office setting, business or clinical	☐	☐	☐	☒
Works in well- lighted, temperature- controlled facility	☐	☐	☐	☒
Works in confined quarters	☐	☐	☐	☒
Works in community settings	☐	☒	☐	☐
Provides services in client's natural environment	☒	☐	☐	☐
Exposure to communicable diseases	☐	☐	☐	☒
Exposure to excessive noise	☐	☐	☐	☒
Exposure to marked changes in temperature and/or humidity	☒	☐	☐	☐
Exposure to dust, fumes, gases, radiation, Microwave	☒	☐	☐	☐
Drives motorized equipment	☐	☒	☐	☐
Travels for work.	☐	☒	☐	☐

Required N/A

Must report as regularly scheduled during severe weather conditions (e.g. tropical storm, hurricanes, etc.) to ensure continuation of essential program service unless otherwise instructed by supervisor or prevented from reaching work station (e.g. roads flooded, driving restricted by law enforcement, etc.) Any delays must be communicated directly to the responsible supervisor.

<u>Mental Demands</u>	<u>N/A</u>	<u>Occasionally</u>	<u>Frequently</u>	<u>Continuously</u>
Problem solve.	☐	☐	☐	☒
Make decisions	☐	☐	☐	☒
Supervise	☐	☐	☐	☒
Analyze and interpret data	☐	☐	☐	☒
Organize	☐	☐	☐	☒
Communicate orally and in writing	☐	☐	☐	☒
Works under mental stress to meet deadlines	☐	☐	☐	☒

<u>Physical Demands</u>	<u>N/A</u>	<u>Occasionally</u>	<u>Frequently</u>	<u>Continuously</u>
Standing	☐	☐	☐	☒
Walking	☐	☐	☐	☒
Sitting	☐	☐	☒	☐
Balancing	☐	☐	☒	☐
Stooping	☐	☐	☒	☐
Kneeling	☐	☐	☒	☐
Crouching	☐	☒	☒	☐
	☐	☐	☒	☐
			☒	☐
			☒	☐
			☒	☐

Crawling	☐		☐	☐
Reaching/working overhead	☐	☐		☐
Keyboard use/repetitive hand motion	☐		☒	☐
Climbing		☒	☐	☐
Pushing	☐	☐		☐
Pulling	☐	☐		☐
Lifting (<u>up to 30 lbs</u>)	☐	☐		☐
Carrying (<u>up to 30 lbs</u>)	☐	☐		☐
Manual dexterity, audio-visual acuity to operate various business machines and computerized informational systems	☐	☐	☐	☒
Operate heavy duty equipment	☒	☐	☐	☐

OSHA CATEGORY (BLOOD BORNE PATHOGEN EXPOSURE) **Category** **N/A**

Category 1: Position routinely involves potential exposure to blood, Body Fluids or tissue. Position routinely participates in emergency client care such as First Aid, CPR and seclusion/restraint, or handling of biomedical waste, or other procedures involving potential exposure. ☒ ☐

Category 2: Positions normal work routine involves no exposure to blood, body fluids or tissue but potential exposure as in emergency or unplanned situations, such as First Aid, CPR or seclusion/restraint, could occur and may be required as a condition of employment. ☐ ☒

Category 3: Position does not involve exposure to blood, body fluids or tissue. Position is not required to perform CPR, help in emergency seclusion/restraint or provide First Aid. ☐ ☒

DISCLAIMER:

The statements contained herein reflect general details as necessary to describe the principle functions of this position. This is not intended to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions or similar behaviors, attributes or requirements associated with this position. The omission of specific statements or duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Individuals may be required to perform other duties as needed. This document describes the position currently available. It is not an employment contract. Life Management Center, Inc. reserves the right to modify position duties and position descriptions at any time.

NOTICE:

I have read this Position Description, understand its contents and agree to work in accordance with the requirements of the position and to perform all duties and maintain all standards in accordance with Agency policies and procedures. I understand and accept that I may be required to work in any location under the Agency's service areas.

Employee Signature

____/____/____
Date

Supervisor Signature

____/____/____
Date

A copy of this position description was provided to me on ____/____/____.

Employee Initial: _____