

LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.
JOB DESCRIPTION

DATE ESTABLISHED: 03/11/2019

DATE AMENDED: 04/24/2019

TITLE OF POSITION: CSU Discharge Planner

POSITION NUMBER: 27-02

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS: Florida Registered Nurse (RN) or Florida Licensed Practical Nurse (LPN) with current and active licensure preferred, or a bachelor's degree in a behavioral health discipline. Minimum of one year of experience in a behavioral health setting with familiarity with all applicable Florida statutes and administrative codes required. Successful completion of 14 hours of basic orientation training required that includes: patient rights and facility procedures; confidentiality laws of client records; incident reporting; seclusion and restraint restrictions; abuse reporting; assessment for past or current sexual, psychological, or physical abuse or trauma; substance abuse cross training; clinical risk and competency assessment; infection control; crisis prevention, intervention, and crisis duration services; DSM-5 overview; and Baker Act overview (prior to providing direct care or assessment services).

Completion of Nonviolent Crisis Intervention (CPI) training (within six months of hiring). Completion of Cardiopulmonary Resuscitation and Basic First Aid training (within six months of hiring). Completion of four hours of HIV/AIDS education (within 30 days of hiring) and two hours of HIV/AIDS information (biennially).

Completion of an additional 16 hours of service related training annually.

Compliance with minimum standards for screening of mental health personnel as contained in FS 394.4572.

SUPERVISOR: CSU Nursing Coordinator

POSITIONS SUPERVISED: Licensed Practical Nurses and Mental Health Technician(s) on duty (applies to Florida Registered Nurses in this position only).

SALARY MINIMUM: \$40,000.00

WAGE AND HOUR STATUS: Non-exempt

DESCRIPTION OF DUTIES AND RESPONSIBILITIES¹

ESSENTIAL FUNCTIONS (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

1. Initiate discharge planning for all patients admitted into the crisis stabilization unit. This will include planning for aftercare appointments, linkage to necessary resources, and to facilitate coordination of services between receiving facilities and other state treatment facilities.
2. Serve as the subject matter expert on FL Chapter 394, F.A.C. 65E-5, F.A.C. 65E-11, and F.A.C. 65E-12 and serve as the Baker Act Coordinator.

¹ Expectations regarding quality and quantity of work are further delineated in the criteria-based performance appraisal.
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3. Coordinate all hearings and facilitate admissions to state treatment facilities under FL Chapter 394.
4. Participate in all CSU QI meetings and other process/facility improvement work groups as directed.
5. Assist in obtaining necessary preauthorizations for admissions.
6. Participate in maintaining the physical environment of the CSU psychiatric inpatient facility in order to meet or exceed accepted standards of safety, sanitation, and infection control.
7. Understand the legal implications of patient care in the CSU psychiatric inpatient treatment facility.
8. Achieve professional licensing and mandatory staff training requirements.
9. Participate in treatment team meetings and contribute pertinent observations and knowledge for update and changes of the treatment plan.
10. Assure pertinent, timely charting of patient treatment, status, and behavior according to CSU inpatient program policy.
11. Provide reports of pertinent information to oncoming shift personnel, including psychiatrists and conduct conference with team members.
12. Assist in preparing the patient and family for continuing care after discharge by giving emotional support, aftercare/discharge planning appointments, and community resource information.
13. Assure that patients' rights are maintained to include assisting in the completion of client grievances as necessary.
14. Actively participate in the management of referrals from outside sources to maintain optimum response to the community need for inpatient stabilization.
15. As necessary and identified by the CSU Nursing Coordinator, CSU Component Director, or Program Director work in the role of 27 CSU RN Shift Supervisor (**applies to Florida licensed RN only**) or in the role of 24-02 Inpatient LPN (**applies to Florida LPN only**) with additional duties of:
16. Observe, interpret, and report the patients' signs, symptoms, and behaviors to the appropriate team members and record same in the medical record.
17. Assess patients' needs. Formulate, implement, and evaluate nursing care plans. Update care plan as necessary.
18. Provide direct nursing care to patients in conformance with accepted standards of nursing practice.
19. Provide teaching to patients about medication type, purpose, side effects and other relevant considerations.
20. Receive, transcribe, and implement physicians' orders for medications and treatments. Orders by a physician or psychiatrist over the telephone must be given to a registered nurse. When a person is in imminent danger, a registered nurse may initiate seclusion or restraints prior to obtaining the order from physician or psychiatrist.

21. Assist the physicians and/or other nurses in the administration of specific treatments and procedures.
22. Participate in the provision and maintenance of a therapeutic environment by communication and therapeutic interactions.
23. Assure the safety and humanity in the supervision of restrained or secluded patients and assure documentation of adequate supervision and observation.
24. Assist the CSU Nursing Coordinator in teaching and directing personnel in rendering nursing care as well as in bringing to the attention of the CSU Nursing Coordinator any safety or treatment concerns that could have a negative impact on patient recovery/safety.
25. Intervene in all patient emergencies; support and stabilize patient, staff member, or visitor until the physician arrives and/or victim is transferred to an emergency care facility.
26. Supervise and direct mental health technician staff on duty.
27. Monitor all lab results; notify physician of results and/or abnormalities.
28. Order medications and supplies as needed from local pharmacy and/or notify the CSU Nursing Coordinator or designee of supplies needed if they are to be requisitioned through the Center.

Physical Demands:

Must have satisfactory health, stamina, and strength, as the position necessitates frequent walking, standing, sitting, lifting, and assisting with the restraint of patients when necessary for the safety of the patient and/or others. Must have satisfactory vision and hearing to adequately and efficiently perform the requirements of the position. Must have the agility and coordination to participate in group activities. Must be willing and able to assist in protecting patients from harming themselves and/or others in emergency situations.

Physical & Other Requirements:

Activity	Expectation		
Standing	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
<input checked="" type="checkbox"/> Sitting	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
<input type="checkbox"/> Driving vehicles	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Lifting and/or Carrying	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Bending and/or Stooping	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Climbing Stairs and/or Ladders	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Walking or Moving (between offices, other facilities, etc.)	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Other (lift above waist/reaching etc., please explain) Reaching for supplies/ medications in cabinets and above countertops, for files in chart rack/record room, during application of Restraints, CPI Nonviolent Crisis Intervention Techniques involve reaching, lifting and at times pushing against a person body to prevent injury.	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent

Speaking: Yes No
Hearing: Yes No
Reading Comprehension: Yes No

Repetitive motion with hands, wrists, arms
(e.g keyboard, typing, handwriting, etc.)

Yes No

Ability to lift and carry 25 pounds.

Ability to handle stressful situations: Minimal Moderate Frequent

	Infrequent	Occasional	Frequent	N/A*
Travel Same Day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel Overnight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overtime (Non-Exempt only)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holidays/Weekends	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shift Work (PMS/Midnights)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* Not Anticipated

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. ADA Accommodations will be reviewed for persons with disabilities. We reserve the right to assess undue hardship that results from the provided accommodation and may need to rescind such reasonable accommodation if undue hardship results.

Copy received by:

_____ **Date:** _____
Employee

_____ **Date:** _____
Supervisor