

**LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.
JOB DESCRIPTION**

DATE ESTABLISHED: 11/15/2018
DATE LAST AMENDED: N/A

TITLE OF POSITION: CSU Nursing Coordinator

POSITION NUMBER: 28

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

Florida Registered Nurse license. Four years of experience in behavioral health nursing and two years of experience in a nursing supervisory role.

Successful completion of 14 hours of basic orientation training prior to direct patient contact. This training 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 Crisis Prevention Management (CPI) (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 F.S. 394.4572.

SUPERVISOR: CSU/Crisis Component Director

POSITIONS SUPERVISED: Inpatient Psychiatric Nurse Shift Supervisors, Licensed Practical Nurses, and Mental Health Technicians.

MINIMUM SALARY: \$58,000

WAGE AND HOUR STATUS: Exempt

DESCRIPTION OF DUTIES AND RESPONSIBILITIES*

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

1. Insure that the inpatient program operates in accordance with the policies and procedures of the Life Management Center of Northwest Florida, Inc.
2. Supervise day-to-day operations of the inpatient program while reporting to the CSU/Crisis Services Component Director. Organize staff to most effectively subdivide the work of the

program and assign responsibility and delegate authority as necessary to accomplish this work.

3. Supervise and develop CSU program staff. Initiate personnel hiring and disciplinary processes in collaboration with the CSU/Crisis Services Component Director.
4. Coordinate the activity of the inpatient nurse shift supervisors, nurses, and mental health technicians to promote continuity and quality of patient care.
5. Serve as a knowledgeable resource on inpatient nursing practices and procedures including Baker Act regulations.
6. Assist in the construction and monitoring of the inpatient program budget.
7. Participate in maintaining the physical environment of the crisis inpatient unit to meet or exceed accepted standards of safety, sanitation, and infection control.
8. Receive, transcribe, and implement physicians' orders for medications and treatments.
9. Assist the physicians and/or other nurses in the administration of specific treatments and procedures.
10. Participate in the provision and maintenance of a therapeutic environment by communication and therapeutic interactions.
11. Understand the legal implications of patient care in the psychiatric inpatient treatment facility.
12. Observe, interpret, and report the patients' signs, symptoms, and behaviors to the appropriate team members and record it in the medical record.
13. Assess patients' needs. Formulate, implement, and evaluate nursing care plans. Update care plan as necessary.
14. Provide direct nursing care to patients in conformance with accepted standards of nursing practice.
15. Achieve professional licensing and mandatory staff training requirements.
16. Assure the safety and humanity in the supervision of restrained or secluded patients and assure documentation of adequate supervision and observation.
17. Participate in treatment team meetings and contribute pertinent observations and knowledge for update and changes of the treatment plan.
18. Assure pertinent, timely charting of patient treatment, status, and behavior according to inpatient program policy.
19. Give report of pertinent information to oncoming shift and conduct conference with team members.

20. Assist in preparing the patient and family for continuing care after discharge by giving emotional support and community resource information.
21. Intervene in patient emergencies; support and stabilize patients, staff members, or visitors until the physician arrives and/or patient is transferred to an emergency care facility.
22. Assure that patients' rights are maintained.
23. Provide direct one-to-one supervision to those patients on constant observation.
24. Supervise and direct all on duty nursing and mental health technician staff.
25. Review all lab results; notify physician of results and/or abnormalities.
26. Implement and monitor a procedure to ensure timely responses for all referrals from the local medical facilities requesting admission to the crisis stabilization unit.

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 checked="" type="checkbox"/> Driving vehicles	<input checked="" 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, Team 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