

<p align="center"><b>JOB DESCRIPTION: SPURWINK SERVICES</b></p>	<p align="center"><b>NURSE (RN) (ICF-IDD NURSING)</b></p>
<p><b>Effective Date: 12/13/18</b></p>	<p><b>Revised:</b></p>

\* Denotes an Essential Function

**Title:** Nurse (RN) (ICF/IDD Nursing)

**Category:** AS2

**Code:** RNNURS

**Minimum Education and Experience Requirements:** Graduate of an RN program approved and accredited by the Maine State Board of Nursing. Possess a current valid RN license in the State of Maine. Aware of the needs of persons with developmental disabilities

**Minimum Physical Requirements:** Must be able to demonstrate proper lifting techniques. Must be able to lift 50lbs or ¼ of total body weight, whichever is less.

**Position Summary:** The essential function of the job is to provide nursing care and medication oversight to the residents of the ICF group home and to provide related in-service training to the staff of the program.

**Duties and Responsibilities:**

- 1\* Supervise Resident Assistants and Developmental Training Assistants from 9am – 5pm daily or any time the QMRP, DTC or DT's are not present in home.
- 2\* Works with all direct service staff to provide integrated programs to meet the needs of the people who live at OLR.
- 3\* Provides appropriate role modeling for people living and working at OLR.
- 4 Acts in accordance with the concept of normalization.
- 5 Respects individuals' dignity, rights and confidentiality.
- 6 Is familiar with all OLR policies and procedures.
- 7 Attends staff meetings.
- 8 Attends in-service as required.
- 9 Serves on committees as requested.
- 10\* Advocates for individuals residing at OLR and nursing needs.
- 11 Assures adequate introduction of OLR nurses from outside agencies.
- 12 Serves as a resource for other direct service, dietary, and housekeeping staff.
- 13 Participates in the evaluation of other staff according to Spurwink procedure.
- 14 Follows established health and safety procedures.
- 15 Reports safety concerns to the Administrator.
- 16\* Implements nursing policies and procedures.
- 17\* Meets the nursing care needs of each individual as outlined in the nursing care plan.
- 18\* RN – Assists the DON in updating nursing care plans to reflect current nursing needs.
- 19 Implements physician's orders, including administration of medication.
- 20 Administers emergency treatment to individuals living and working at OLR as necessary.
- 21 Completes all paperwork as required by applicable regulations, laws, Spurwink policy, and procedure.
- 22 Communicates nursing concerns and issues to the physician, DON, and other direct service staff.
- 23 Knows and implements all individual active treatment programs.

- 24 Assists with DON by participating in IDTs as requested.
- 25 Assists DON by meeting with consultants as requested.
- 26 Completes assignments/projects as requested by DON
- 27\* RN – Backs up DON as “on-call” nurse, as requested.
- 28 Makes recommendations to the DON regarding the purchase of equipment or modification of the facility to ensure individual safety.
- 29 Assists DON in obtaining, checking in, maintaining inventory, organizing, and disposing of medications and hygiene supplies, according to established procedures.
- 30 Assists DON in maintaining medical equipment in good working order and informs DON or maintenance person when repairs or modifications are needed.
- 31 Other assignments appropriate to the position as determined by the Program Supervisor.

**Immediate Supervision:** Director of Nurses (DON)

**Immediate Subordinates:** Resident Assistants (RAs/CNAs) and Developmental Training Assistants

**Schedule of Employment:** Non-exempt

**Other:** As employees of Spurwink, Nurses (RN) (ICF/IDD Nursing) are expected to adhere to the policies and procedures of Spurwink. Keep client health care information confidential, and in all other ways comply with Spurwink’s policies and procedures implementing the Health Insurance Portability and Accountability Act (otherwise known as HIPAA). Due to the nature of the work, staff at Spurwink are required to be trained initially and annually in good health practices, communicable illnesses, and universal precaution procedures. The Nurse (RN) (ICF/IDD Nursing) must maintain a current Maine driver’s license and a clean driving record in accordance with Spurwink’s driving policy.

**General Sign Off:** The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date