

<b>JOB DESCRIPTION: SPURWINK SERVICES</b>	<b>MEDICAL LIAISON</b>
<b>Effective Date: 02/05/19</b>	<b>Revised: 12/10/19, 2/11/2020</b>

\* Denotes an Essential Function

**Title:** Medical Liaison

**Category:** AS1

**Code:** MED LSN

**Education and Experience Required:** High school diploma or G.E.D. required; some undergraduate experience preferred. CRMA required, as well as relevant work experience (i.e., secretarial, computer management, office management) preferred.

**Knowledge, Skills and Abilities Necessary:** The Medical Liaison is responsible for all duties related to clients' medical needs. Must have ability to read agency reports. Must have effective oral and written communication skills. Must be experienced in working with PC's and database systems. Proficiency with Microsoft Excel and Word preferred.

**Duties and Responsibilities:**

- \* 1. Participating in new client's admission process to ensure paperwork is completed and signed by the guardian; prescriptions are on file; MaineCare card and immunization list are on file; allergies and/or other medical issues are noted; MARS are completed; and names of previous providers are on file. Make initial medical appointments for the new client: eye exam, dental exam, physical exam.
- \* 2. Make yearly eye and physical exams and six-month dental exam appointments for all clients; enter the appointment in the calendar and make sure all parties are notified, complete paperwork to accompany client to the appointment, coordinate with guardian and unit director for client's transportation to the appointment, return completed paperwork to the program's main office following the appointment, and ensure that follow-up treatments and appointments take place. If guardian is unable to attend medical appointment, inform the guardian of the outcome of each appointment.
- \* 3. Update residential and education staff of changes to a client's health and medication.
- \* 4. Update the client face sheet and make sure the clients' travel bags contain up to date information, to include date of birth, medication list, allergies, and guardian's name and contact information. Ensure guardians complete medication form for visit of campus.
- \* 5. Enter all orders into Electronic Medication Administrative record for every client ensuring all components needed for each medication administration are in place. Assist staff in utilizing side effect profiles, videos, etc. included in the eMAR.
- \* 6. Keep a record of concerns related to medication changes and review them monthly with their **psychiatrist**. Follow up on any medication changes resulting from medication reviews such as filling prescriptions, lab work, records that need updating, etc.
- 7. Ensure MARS are completed and check for accuracy.
- 8. Update the clients' over-the-counter medication sheet and student health history annually.

9. Report medication errors to unit supervisors.
10. Follow up on prescriptions that need to be refilled and ensure that proper informed consent for medications is signed by the guardian.
11. Ensure that med rooms are kept clean and orderly.
12. Communicate with program nurse or Director of Nursing to dispose of discontinued medications.
13. Monitor and maintain supply of over the counter (OTC) medications including sunscreen and insect repellent.
14. Ensure that first aid kits are stocked and supplies are not expired.
15. Track all Prior Authorizations.
16. Track when client's PCP or other specialists' prescriptions need to be refilled and contact the prescriber for refills. Enter non-spurwink provider orders into Evolv.
17. Monitor that AEDs are in working order and reporting monthly to DON expiration dates of batteries and pads.
18. Other assignments appropriate to the position as determined by the Program Supervisor and/or his/her designee.

**Immediate Supervision:** Program Director and/or his/her designee.

**Immediate Subordinates:** None.

**Schedule of Employment:** Non-exempt position.

**Other:** As an employee of Spurwink, he/she is expected to adhere to the policies and procedures of Spurwink. He/she must 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 of educating, training, and treating clients from diverse backgrounds, staff at Spurwink are required to be trained initially and annually in good health practices, communicable illnesses, and universal precaution procedures. By virtue of the responsibilities of this position, it is reasonably anticipated that this position may be exposed to blood or other potentially infectious materials. Therefore, he/she will receive blood borne pathogens training (including training regarding Hepatitis B), and will be offered the Hepatitis B vaccination series upon hire.

**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