**C O T T O N W O O D, I N C O R P O R A T E D**

# JOB DESCRIPTION

Revised: 8/2019

**DEPARTMENT:** Support Services **JOB TITLE:**  Health Support Nurse

**JOB SUMMARY:** This position provides quality health assessment and care to designated Cottonwood consumers in accordance with Cottonwood policies and in compliance with regulatory standards when the on-site provision of care is in the best interest of the consumer and agency. This position also provides health and medication-related instruction to Cottonwood consumers and to Cottonwood unlicensed staff, as appropriate, for delegation of nursing tasks, plus coordinates health-related visits for designated Cottonwood consumers who receive health care services in the community. The position also shares on-call responsibilities for telephonic support to Cottonwood Residential staff on evenings and week-ends.

**QUALIFICATIONS:** Degree/graduation from an accredited School of Nursing. Current State of Kansas Registered Nurse (RN) license or Licensed Practice Nurse (LPN) license. Must have strong collaboration, organizational, and communication (both oral and written) skills. Ability to establish and maintain effective working relationships with others; which includes consumers, families, co-workers, healthcare providers, and other community agencies. Must have an understanding and willingness to work in a non-medical model setting. Must have basic operational computer literacy. Must have a valid driver’s license and a driving record acceptable to Cottonwood’s insurance. Must maintain applicable nursing licensure. Must be able to pass all required background checks and drug screen.

 Previous experience working with individuals with an Intellectual or Development Disability (IDD) diagnosis preferred.

**SUPERVISION RECEIVED:** Health Support Nurse Manager

**SUPERVISION GIVEN:** Unlicensed Cottonwood staff as related to delegation of nursing tasks only.

**THIS POSITION IS:** Non- Exempt

**JOB RESPONSIBILITIES:**

 Patient/Consumer care:

1. Provide skilled assessment and referral (when appropriate) to community health care providers for illnesses/injuries of designated Cottonwood consumers during regular business hours.
2. May provide nursing care directly if this is in the best interest of the consumer and agency.
3. Obtain lab work (urine specimens, throat cultures, etc.) as ordered by physicians.
4. Monitor designated Cottonwood consumers’ medications, including psychotropic and controlled substances, and ensure distribution of med boxes to consumers’ residences.
5. Perform Wellness monitoring assessments for designated consumers. [Only applies if RN licensure.]
6. Administer hepatitis B vaccine and provide information for staff as per OSHA’s Occupational Exposure to Blood borne Pathogen regulations. Administer seasonal flu vaccination to consumers as requested.
7. Perform immediate consumer intervention/evacuation in the event of an emergency.
8. Provide care to staff in emergency situations (i.e. lacerations, diabetic reactions, cardiopulmonary arrest, etc.)

Delegation of Nursing Care and Medication Administration:

1. Provide training, supervision, and delegation of nursing care provided by Cottonwood unlicensed staff.
2. Provide and document medication administration training as appropriate for delegated medication administration tasks provided by Cottonwood unlicensed staff, as needed.
3. Continually assess staff competence to perform delegated medication administration/nursing task.
4. Share on-call responsibility for after-hour telephone consultation regarding medication or health-related issues. Provide guidance to consumer/unlicensed staff in determining how and when to access community health care.

Recordkeeping and Consumer Confidentiality:

1. Maintain strict confidentiality regarding a consumer, his/her condition, and care. Do not discuss consumer issues with other consumers, the public, or with co-workers in a public setting as required by Cottonwood policy and State licensing regulations.
2. Complete designated Cottonwood consumers’ ‘Med Note’ accurately and thoroughly to document and communicate to consumer’s support team any medication directly administered to consumer by nurse; nursing task directly taken/needed; convey instructions to staff; health-related appointment outcome/follow-up; and physician’s recommendation/order while recognizing that the target audience is not medically-trained.
3. Generate and distribute accurate and complete Medication Administration Records (MAR) on a weekly basis for designated Cottonwood consumers or as needed when consumer’s medication changes.
4. Maintain quality paper and computer-based health-related records for designated Cottonwood consumers and properly dispose of written information as directed by Health Support Nurse Manager.

Agency Expectations:

1. Actively participate in maintaining and facilitating an atmosphere of teamwork with other departments at Cottonwood and other providers in the CDDO area to provide quality care and oversight for the people Cottonwood serves.
2. Demonstrate the ***five and fifty rule***—greeting everyone when they are within five feet and smiling when they are within fifty feet.
3. Serve as an advocate for Cottonwood consumers in health-related issues.
4. Attend and participate in Person-Centered Support Plan meetings as requested by consumer, consumer’s support team, and/or Health Support Nurse Manager. Attend and participate in other team/group meetings as needed. May be asked to work a flexible schedule with advance notice in order to attend meetings.
5. Develop ***caring relationships*** with each consumer worked with by using ***lavish praise*** and positive reinforcement.
6. Respond positively and professionally to individuals served, co-workers, agency staff, parents/family-members, and community. Present positive, fair, and accurate image of the agency to the public. Support the mission of Cottonwood.
7. Fulfill the agreed-upon work/on-call schedule, report for work punctually, and assure that absences do not adversely affect the timely completion of responsibilities and unduly burden co-workers. The following scale will be used to asses work attendance for the previous year at the next annual evaluation: 3-Exemplary (0-3 days)   2-Good Work (4-7 days)   1-Needs Improvement (8 or more days).
8. Demonstrate zero tolerance for Abuse, Neglect, or Exploitation (ANE) of individuals served. Report suspected incidents according to KDADS and Cottonwood policies and procedures.
9. Fulfill in-service requirements. Perform self-study as needed to maintain professional skills and knowledge. Maintain Nursing License.
10. Fulfill in-service requirements. Perform self-study as needed to maintain professional skills and knowledge. Maintain Nursing License.
11. Perform other duties as assigned by Health Support Nurse Manager or Director of Support Services.

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Health Support Nurse Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Support Services Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This Job Description does not provide the basis for an employment contract. It is intended solely to outline the qualifications and responsibilities associated with this position. These qualifications and responsibilities may be changed at any time to support and enhance the Agency's successful achievement of its mission.**

\*Essential functions

**C O T T O N W O O D , I N C O R P O R A T E D**

 **PERFORMANCE PLANNING AND EVALUATION**

**NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DEPARMENT:** Health Support Services **JOB TITLE:** Health Support Nurse Manager

**PROCEDURE:**

 1. A performance planning and evaluation conference will be scheduled between the employee and supervisor. This will be done at least annually and at any time when there is a need to add additional responsibilities or change current responsibilities.

 2. During the conference: a) The employee's job description will be reviewed. b) The current job responsibilities will be discussed and reviewed. c) The employee's performance outcomes will be reviewed, the rating will be discussed, and additional comments or suggestions noted. d) The employee's strengths and any suggested improvements will be discussed. e) Changes in responsibilities and/or new responsibilities to be added for the next performance period will be planned. Any additional goals will also be discussed and documented.

 **P E R F O R M A N C E E V A L U A T I O N**

 LEVELS OF ACHIEVEMENT

3 – Exemplary 2 – Good Work 1 – Needs Improvement

**Scores of “1” & “3” require a comment**

**PERFORMANCE OUTCOMES RATING**

Patient/Consumer care:

1. Provide skilled assessment and referral (when appropriate) to community health care providers for illnesses/injuries of designated Cottonwood consumers during regular business hours.

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1. May provide nursing care directly if this is in the best interest of the consumer and agency.

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1. Obtain lab work (urine specimens, throat cultures, etc.) as ordered by physicians.

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1. Monitor designated Cottonwood consumers’ medications, including psychotropic and controlled substances, and ensure distribution of med boxes to consumers’ residences.

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1. Perform Wellness monitoring assessments for designated consumers. [Only applies if RN licensure.]

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1. Administer hepatitis B vaccine and provide information for staff as per OSHA’s Occupational Exposure to Blood borne Pathogen regulations. Administer seasonal flu vaccination to consumers as requested.

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1. Perform immediate consumer intervention/evacuation in the event of an emergency.

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1. Provide care to staff in emergency situations (i.e. lacerations, diabetic reactions, cardiopulmonary arrest, etc.)

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Delegation of Nursing Care and Medication Administration:

1. Provide training, supervision, and delegation of nursing care provided by Cottonwood unlicensed staff.

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1. Provide and document medication administration training as appropriate for delegated medication administration tasks provided by Cottonwood unlicensed staff, as needed.

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1. Continually assess staff competence to perform delegated medication administration/nursing task.

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1. Share on-call responsibility for after-hour telephone consultation regarding medication or health-related issues. Provide guidance to consumer/unlicensed staff in determining how and when to access community health care.

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Recordkeeping and Consumer Confidentiality:

1. Maintain strict confidentiality regarding a consumer, his/her condition, and care. Do not discuss consumer issues with other consumers, the public, or with co-workers in a public setting as required by Cottonwood policy and State licensing regulations.

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1. Complete designated Cottonwood consumers’ ‘Med Note’ accurately and thoroughly to document and communicate to consumer’s support team any medication directly administered to consumer by nurse; nursing task directly taken/needed; convey instructions to staff; health-related appointment outcome/follow-up; and physician’s recommendation/order while recognizing that the target audience is not medically-trained.

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1. Generate and distribute accurate and complete Medication Administration Records (MAR) on a weekly basis for designated Cottonwood consumers or as needed when consumer’s medication changes.

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1. Maintain quality paper and computer-based health-related records for designated Cottonwood consumers and properly dispose of written information as directed by Health Support Nurse Manager.

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Agency Expectations:

1. Actively participate in maintaining and facilitating an atmosphere of teamwork with other departments at Cottonwood and other providers in the CDDO area to provide quality care and oversight for the people Cottonwood serves.

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1. Demonstrate the ***five and fifty rule***—greeting everyone when they are within five feet and smiling when they are within fifty feet.

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1. Serve as an advocate for Cottonwood consumers in health-related issues.

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1. Attend and participate in Person-Centered Support Plan meetings as requested by consumer, consumer’s support team, and/or Health Support Nurse Manager. Attend and participate in other team/group meetings as needed. May be asked to work a flexible schedule with advance notice in order to attend meetings.

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1. Develop ***caring relationships*** with each consumer worked with by using ***lavish praise*** and positive reinforcement.

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1. Respond positively and professionally to individuals served, co-workers, agency staff, parents/family-members, and community. Present positive, fair, and accurate image of the agency to the public. Support the mission of Cottonwood.

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1. Fulfill the agreed-upon work/on-call schedule, report for work punctually, and assure that absences do not adversely affect the timely completion of responsibilities and unduly burden co-workers. The following scale will be used to asses work attendance for the previous year at the next annual evaluation: 3-Exemplary (0-3 days)   2-Good Work (4-7 days)   1-Needs Improvement (8 or more days).

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1. Demonstrate zero tolerance for Abuse, Neglect, or Exploitation (ANE) of individuals served. Report suspected incidents according to KDADS and Cottonwood policies and procedures.

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1. Fulfill in-service requirements. Perform self-study as needed to maintain professional skills and knowledge. Maintain Nursing License.

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1. Fulfill in-service requirements. Perform self-study as needed to maintain professional skills and knowledge. Maintain Nursing License.

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1. Perform other duties as assigned by Health Support Nurse Manager or Director of Support Services.

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**TOTAL NUMERICAL SCORE: \_\_\_\_\_\_\_**

**AVERAGE SCORE\_\_\_\_\_\_\_\_\_**

**Total added score divided by number of outcomes**

**PERCENT SALARY INCREASE:** \_\_\_\_\_\_\_\_\_

**PLANNING OUTCOME**

**PRINCIPAL STRENGTHS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**SUGGESTED IMPROVEMENTS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**PROGRESS MADE ON LAST YEAR’S GOAL(S):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**GOAL(S) FOR THE COMING YEAR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**SUPERVISOR'S COMMENTS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**EMPLOYEE'S COMMENTS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**CHANGED RESPONSIBILITIES:**

**ADDED:**

**DELETED:**

**ADDITIONAL GOALS:**

Have you received any traffic citations in the past year? \_\_\_\_\_\_\_\_\_\_\_

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Proof of current personal auto insurance attached:\_\_\_\_\_

Reviewed Bloodborne Pathogens:\_\_\_\_\_

Reviewed Driver Safety:\_\_\_\_\_

Reviewed Consumer Confidentiality:\_\_\_\_\_

Corporate Compliance Policy Reviewed:\_\_\_\_\_

Harassment Policy Reviewed:\_\_\_\_\_\_

Convert sick time for pay?\_\_\_\_\_\_\_

 Employees may choose to convert up to 6 days of sick leave for up to 3 days’ pay, provided this

leaves at least 20 accumulated sick leave days. A PAR must be completed and the original sent to HR.

Do you need to update any of your “Emergency Contact” information? \_\_\_\_\_

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Health Support Nurse Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Support Services Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cottonwood, Inc. Code of Ethical Conduct**

This Code of Ethics embodies certain standards of conduct for Cottonwood, Inc. including staff members and boards of trustees as the work of the organization is carried out daily. In abiding by this code, it is understood that staff and board members view his or her obligations in as wide a context as the situation requires, taking all the principles into consideration and choosing a course of action consistent with the spirit and intent by which they were created.



**T** I shall promote inclusion and equitable **TREATMENT** for all people.



**H** I shall be **HONEST** in all communication and marketing endeavors internally and externally.



**U** I shall do my **UTMOST** to inform and advocate for the individuals served.



**M** I shall provide **MISSION** based supports and services with integrity, compassion, and respect for all individual differences and choices as a member of a well trained, competent and diverse staff.



**B** I shall adhere to professional **BOUNDARIES, act with integrity** and promote excellence for all staff.



**S** I shall serve as a responsible **STEWARD** for public and private funds, committed to the highest standards of conduct in all business and fiscal relationships.



**U** I shall **UNITE** with individuals to promote choice, inclusion, growth and development.



**P** I shall respect the **PRIVACY** and confidentiality of persons served.

These concepts are woven throughout Cottonwood’s policies, job descriptions, corporate compliance plan, marketing, fiscal management, strategic planning, staff training, board orientation and performance reviews. They should be evident in all interactions with individuals served, co-workers, families, funders, and the public.

I am aware and will uphold the NISH Community Rehabilitation Program Ethical Standards, as listed on the back of this page.

If I become aware of any possible violations of the Code of Ethical Conduct, I should discuss it with my immediate supervisor, the Director of Human Resources, (785/840-1627) or another member of the Management Team.

I understand that violation of the Code of Ethical Conduct may be grounds for disciplinary action, up to and including termination.

Signature Date

Revised: 03/31/2009

NISH COMMUNITY REHABILITATION PROGRAM ETHICAL STANDARDS

The Ethical Standards developed by the NISH Board of Directors present standards of conduct expected of NISH Affiliated Community Rehabilitation Programs. Whether a NISH Affiliate organization has an AbilityOne project or desires to participate in the AbilityOne program, these Standards represent essential qualities of conduct.

The Standards are:

1. We will treat people with disabilities with respect and put their aspirations and dignity first in the design and day to day operation of our organizations.
2. We will obey the law and regulations of the jurisdictions and authorities under which we operate, including Worker’s Compensation, OSHA, and the Department of Labor.
3. We affirm that we are duly organized, validly existing, and in good standing under the laws of the jurisdictions, and have all the power and government authorizations necessary to own and operate our assets and carry on our business.
4. We will assure that our employees and our governing body avoids conflicts of interest.
5. We will maintain a governance structure that promotes public confidence.
6. We affirm that neither our organization, nor officers or directors are presently prohibited from participation in transactions by any federal agency, or have been indicted or convicted of or had a civil judgment for commission of fraud, or other criminal offense in regard to performing a public contract.
7. We will qualify people with severe disabilities accurately and in good faith with AbilityOne Program regulations.
8. We will affirm current compliance and agree to continued compliance with all laws and regulations applicable to federal government contractors, as well as all laws and regulations pertaining to participation in the AbilityOne Program.
9. We will file accurate and timely reports, including Committee for Purchase Annual Report 404 and IRS 990.