

## **Medication/Quality Coordinator (LPN)**

### **Position Summary**

The medication- quality nurse will be involved in all the day –to-day nursing tasks required to keep the nursing department in compliant with all regulatory entities. They will be responsible for planning, organizing, coordinating, evaluating, and documenting quality management integrated into the nursing department. This position will focus on the medication processing, risk management related issues, educational training, quality improvement processes, establishing and maintaining tracking systems for health care modules, producing monthly safety reports, and supporting the medical clinic. This position will be a nursing administrative support for the DON and nursing department. The medication/quality nurse will partner with the DON to coordinate day to day operations and improve all aspects of medical and health services by supporting the nursing staff and assisting the DON with oversight of daily operations.

### **Position Responsibilities**

***Specific duties of the position include, but are not limited to the following:***

- Perform various daily tasks; able to multitask and prioritize and handle sensitive information confidentially.
- Ensure the medical facility's smooth operation by accurately completing and overseeing administrative tasks effectively and efficiently.
- Receiving and confirming prescription orders and interacting with nurses, managers, and agency employees regarding changes to medications and delivery.
- Responsible for using pharmacy systems to obtain patient and drug information to process prescriptions accurately and efficiently.
- Responsible for receiving and disposing of medication according to agency policy and procedures; as well as, performing medical inventory counts and preparing worksheets for monthly reporting.
- Engage individuals, employees, managers, suppliers, and nurses by greeting and offering assistance with services and medical training.
- Handle medical telephone calls and follow up calls that do not require the personal attention of the DON, RN Coordinator, or nurses.
- Oversee the PDR process, and assist in the clinic as needed, upon request of the DON.
- Creating procedures and systems for dealing with patients, files, reports, and databases.
- Frequently utilize Microsoft office: word, excel, outlook, and power point to prepare reports, correspondence, and schedules to ensure efficient operation of the nursing department.
- Provide educational training based off risk management reports and other related issues
- Monitor all nursing databases to meet the need of regulatory entities
- Partner with the DON to monitor monthly medication audits
- Partner with the pharmacist to correct errors documented on monthly reports
- Manage and modify health service tracking databases
- Assist the RN Coordinator in overseeing daily nursing huddles
- Serve as a backup nursing staff for the medical clinic
- Acknowledge and approve all medication changes in the E-MAR system

### **Essential Skills and Experience**

- **License practical nurse**
- Associate's degree in a relevant field and 2 years' experience in a nursing
- Great communication and data entry skills.
- Customer-oriented, Self-disciplined, self-motivated, and capable of making appropriate decisions in a timely manner.

### **Beneficial Skills and Experience**

- Proficient in using Excel and Microsoft Office software, email and internet, voice messaging systems, fax, and photo copier with hands on experience in Excel and Word.
- Attention to detail, problem solver, and ability to multitask.
- Proficient ability to use independent judgment, analytical/decision-making skills, and prioritize work.
- Excellent verbal and written communication skills, computer skills, human relation skills, team working skills, and organizational skills
- Ability to work flexible shift hours based on needs of the department, including weekends.
- Knowledge and familiarity of standard office equipment (personal computer, telephone, fax machine, copier, filing systems, etc.)
- Knowledge of clerical practices and procedures and business and management principles

### **Benefits**

- Medical, Vision and Dental Insurance
- South Carolina retirement plan
- Annual, Sick and Holiday pay

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