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| **Job Title:** | Senior Nursing Coordinator | **Department:** | Nursing |
| **Reports To:** | Director of Nursing | **Location:** | Nursing Office |
| **FLSA Classification:** | Non-Exempt Exempt | **Status:** | FT PT |
| **Revision Date:** | 10/13/2020 | **Wage Classification** |  |

# Position Summary

The Senior Nursing Coordinator will be involved in all day to day nursing task required to keep the nursing department 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 process, risk management related issues, educational training, quality improvement processes, producing monthly reports as directed by the Director of Nursing. This position will be a nursing administrative support for the DON and Nursing Department. The Senior Nursing Coordinator 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 Director of nurses with oversight of daily operations.

# Position Responsibilities

* Performs various daily tasks; able to multitask and prioritize, as well as handle sensitive information confidentially.
* Communicates with Nursing and Residential staff concerning medication changes.
* Serves as liaison between the agency and pharmacies.
* Receiving and confirming orders from the pharmacy, and distributing those orders to residential supervisors.
* Responsible for receiving and disposing of medication according to agency policy and procedures.
* Handle medical telephone calls and follow-up calls that do not require the personal attention of the Director of Nurses.
* Frequently utilize Microsoft Office: Word, Excell, Outlook, and Power Point to prepare reports, correspondence, and schedules to ensure efficient operation of the nursing department.
* Provide educational training based off of Risk Management reports and other related issues.
* Partner with DON to monitor monthly medication audits.
* Manage and provide training for EMAR systems.
* Maintains Individual confidentiality according to the HIPAA.
* Manage and Coordinate nursing functions related to unusual events or emergency situations (Example: Pandemic)
* Assist Clinic Nurse in inventorying and ordering supplies as needed.
* Assist with OJT as it applies to Nursing Office positions.
* Assist in maintaining Certifications and Permits necessary to the operations of the Nursing Department.
* Track infectious diseases and report to DHEC as required, under the supervision of the Director of Nurses.
* Track and Document medication errors per policy. Report any trends noted to the Director of Nurses.
* Coordinates and provides assistance with non-routine nursing clinic functions.
* Assist with making purchases per policy, when approval given by the Director of Nurses.
* Assist Clinic nurse with employee health functions when staffing needs require it.
* Completes other duties as assigned by the Director of Nursing/ADON.

# Essential Skills and Experience

* Graduate of accredited practical nurse or vocational nursing program with current LPN license held in good standing with the South Carolina State Board of Nursing or Licensed Practical Nurse with current certification and in good standing with American Medical Technologist Board of Directors.
* Current CPR & first aid certification
* Valid SC driver’s license
* Demonstrates the ability to work effectively with others.
* Behaves in a professional and ethical manner, using appropriate professional judgment during stressful periods of time.
* Prioritizes and manages time effectively to assure completion of assigned duties.
* Displays positive interactions with coworkers, individuals served, and families.
* Promotes an environment of care.
* Prior experience in the health-related field and individuals with developmental disabilities preferred

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| **Mental & Physical Demands- ADA Guidelines** | | | | | | | | | | |
| ***Physical Demands*** | | ***C*** | ***F*** | ***O*** | ***N/A*** | ***Lifting Requirements*** | ***C*** | ***F*** | ***O*** | ***N/A*** |
| Stand | |  | x |  |  | 10 pounds or less |  | x |  |  |
| Walk | |  | x |  |  | 11 to 20 pounds |  | x |  |  |
| Sit | |  | x |  |  | 21 to 50 pounds |  |  |  | x |
| ***Physical Demands*** | | ***C*** | ***F*** | ***O*** | ***N/A*** | 51 to 100 pounds |  |  |  | ***x*** |
| Handling | | x |  |  |  | > than 100 pounds |  |  |  | x |
| Reach Outward | |  | x |  |  | ***Pushing & Pulling Requirements*** | ***C*** | ***F*** | ***O*** | ***N/A*** |
| Reach Above Shoulder | |  | x |  |  | 12 pounds or less |  | *x* |  |  |
| Climb | |  |  |  | x | 13 to 25 pounds |  |  | x |  |
| Crawl | |  |  |  | x | 26 to 40 pounds |  |  | x |  |
| Squat or Kneel | |  |  | x |  | 41 to 100 pounds |  |  |  | x |
| Bend | |  | x |  |  | > than 100 pounds |  |  |  | x |
| Other: Typing | | x |  |  |  | Other: |  |  |  |  |
| **Definitions** | | | | | | | | | | |
| **C** | **Constantly** | | Occupation requires this activity more than 66% of the time (5.5+ hrs/day) | | | | | | | |
| **F** | **Frequently** | | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) | | | | | | | |
| **O** | **Occasionally** | | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day) | | | | | | | |
| **N/A** | **Not Applicable** | | Activity is not applicable to this occupation | | | | | | | |

***Thrive Upstate is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected Veteran status.***

*The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.*

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| *Employee Name Printed* | *Employee Signature* | *Date Signed* |
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| *Director of Human Resources Name Printed* | *Director of Human Resources Supervisor Signature* | *Date Signed* |