JOB DESCRIPTION

MENTAL HEALTH LICENSED PRACTICAL NURSE

FACILITY:

I. POSITION TITLE:
Mental Health LPN

II. SUPERVISED BY:
Director of Nursing (DON), Mental Health Nurse Coordinator, if applicable, and Clinical Psychiatrist

III. MINIMUM QUALIFICATIONS:
Licensed as an LPN in the State of Georgia. Current BCLS certification. American Heart or American Red Cross HealthCare provider only. Security clearance by the Georgia Department of Corrections.

IV. DESIRABLE QUALIFICATIONS:
Prefer one year of clinical experience

V. GENERAL RESPONSIBILITIES:
Assist in assessment, planning, implementation, and evaluation in the delivery of patient care. Under the guidance of a clinical supervisor, provides individualized, direct patient care while maintaining standards of professional nursing. The Mental Health Unit Manager, in conjunction with the supervising psychiatrist, will assign specific job duties in facilities that do not have a Mental Health Nurse Coordinator. Functions within the Georgia Board of Nursing Practice Act.
VI. DUTIES:

Maintains a professional attitude and dress at all times in accordance with GDC/GCHC dress code policies.

Does not fraternize with offenders beyond professional contact.

Adheres to all security regulations and reports any security concerns to immediate supervisor.

Maintains a good working relationship/responds appropriately to correctional and health care staff, contract providers, and outside agencies within the facility.

Utilizes established departmental policies and procedures in making decisions; uses sound independent judgment in meeting responsibilities and performing duties within the scope of a Licensed Practical Nurse.

Adheres to HIPAA Regulations and maintains all patient confidentiality as required by Law and GDC/GCHC Policy.

Follows chain of command for problem resolution

Assists in the supervision of offender orderly workers, noting activities, following directives, and monitors when reports for duty and leaves

Works as scheduled and follows GCHC's policies for leave, time-keeping and call-ins

Monitors schedule routinely for changes assists when there is a staff shortage.

Follows GCHC overtime policy.

Follows standards set forth in GDC/GCHC code of conduct and ethics statements.

Identifies existing and potential problems and takes effective action. Develops and maintains an awareness of needed improvements in patient care, procedures, equipment and supplies, and makes recommendations to supervisors

Promotes quality assurance standards by participating in the CQI chart audits.

Accepts staffing assignments and performs other related duties as required or assigned by the DON,RN or Designated Charge Nurse.

Performs within the normal limits of State Practice Act, Code of Ethics for Nurses, policies and procedures, GDC/GCHC facility policies/procedures, and standards.
Adheres to all established GDC/GCHC nursing treatment protocols and approved GDC/GCHC nursing procedure and approved forms. Provides care in accordance with protocols and State Nurse Practice Act.

Participates in the nursing assessment process by documenting observation of inmate status during confinement and as part of discharge process in accordance with GDC SOP/LOP, nursing procedure manual and GDC/GCHC established protocols.

Makes a nursing triage decision which is documented and communicated to other patient care providers.

Utilizes approved GDC/MHM nursing treatment protocols and approved GDC/MHM nursing procedure and approved forms.

Utilizes referral process to appropriate providers as required by policy.

Recognizes significant changes in physical/mental health and promptly reports them to the Mental Health RN, Mental Health Nurse Coordinator, DON or Psychiatrist and/or Physician.

Applies knowledge and utilizes available resources in planning care, obtaining a health history and patient education.

Consults and communicates as necessary, any patient information with nurses, physicians, clinical associates, correctional officers, non-clinical staff, supervisors and department heads etc. Reports inmates with special or extraordinary mental health problems to the psychiatrist/psychologist or health authority, as appropriate.

Assists in the development of an individual treatment program. Implements individual treatment program in the health care unit and, as necessary, in the housing units as ordered by the physician, clinical associate or appropriate therapist.

Intervenes with proper technique/procedures and safety precautions to meet the individual needs of patients, in accordance with GDC/GCHC/MHM approved nursing procedure manual.

Ensures physician's orders are implemented and transcribed in a timely manner, in accordance with GDC/GCHC/MHMSOP’s.

Administers medication according to proper techniques and procedures, including forced medications and all other approved routes of administration.

Utilizes pharmacology knowledge and available resources to include drug reaction and overdose in administering medications. Ensures prescribed medications are administered as ordered using the formulary. Documents administration of medication on the MAR in accordance with GDC/GCHC/MHMSOP at time of administration.
Documents non-adherence counseling for medications in accordance with SOP.

Participates in patient assessment by accurately obtaining and documenting patient's vital signs, health history, and status to determine appropriate care or treatment necessary for problem presented.

Recognizes patient physical/mental changes and takes appropriate action: notifies appropriate nurse manager or provider.

Maintains confidentiality of patients and medical records.

Documents all patient encounters utilizing problem oriented medical records system SOAP format as required by GDC policy.

Legibly completes all mandated logs in accordance with GDC/GCHC/MHMSOP. Completes required shift report before leaving the unit. Maintains compliance with all mandated logs and checks for medication, syringe, tools and controlled medication. Does not leave shift until counts are cleared and logs signed. Notifies supervisor immediately of any inaccurate counts or missing medications. Reports discrepancies to facility Administration, Regional Pharmacist and GCHC Pharmacy Director.

Completes all duties in the Infirmary/CSU according to GDC SOP/LOP’s and physician's orders.

Completes bed making and care of personal belongings such as clothing, dentures, eyeglasses, hearing aids, etc as needed.

Assists with toileting, use of PPE and drainage equipment (such as Foley catheter, ostomy bag, etc.). Records Input and Output as ordered.

Provides assistance with ambulation, transfers, and assistive devices such as walkers, canes, and wheelchairs. Utilizes safe practices in the use of mechanical lifts. Uses proper body mechanics when assisting patients in transfers (i.e., chair to bed, stretcher to bed).

Assists in turning and repositioning patients as necessary. Properly performs range of motion exercises as needed. Observes skin condition and reports skin breakdown to RN/MD.

Maintains aseptic techniques. Verbalizes and demonstrates use of universal precautions for all patients and situations.

Observes all isolation precautions with the use of protective hepa-filter masks when indicated.

Demonstrates awareness of infection control procedures and patient safety needs.
Assists advanced clinical providers as needed.

Performs venipuncture, draw labs, collect specimens and ensure proper infection control standards are maintained. Prepares and protects specimens for transport. Completes all lab scheduling activities such as data entry, requisition completion, results distribution to the medical records department for inclusion in inmate’s medical chart and maintaining Lab tracking log.

Ensure all biohazard waste is properly secured, stored, and disposed of within the facility.

Properly disposes of all needles/syringes in accordance with Infection Control policies and procedures. Meets all GDC security requirements with needles/syringes. Uses all safety devices as required.

Must maintain current CPR and be proficient in recognizing the need to implement/use the AED (defibrillator).

Respond to codes and emergencies in a timely manner.

Works as scheduled. Checks schedule routinely for changes due to possible staff shortage.

Required to maintain cleanliness of work areas and re-stock as needed.

Assists in performing diagnostic procedures.

Observes and reports signs and symptoms of common conditions such as: behavioral changes, cough, cold, cyanosis, nausea and vomiting, shortness of breath, fever and pain.

Monitors medication compliance for patients on psychotropic and other prescribed medications, provides and documents counseling to patients and reports non-compliance to the prescribing physician and other members of the medical and mental health team.

Transcribes psychiatry orders in a timely and follows through on interventions ordered.

Administers injectable psychotropic medications as ordered.

Educates and counsels patients regarding medications under the supervision and direction of the Regional Nurse Manager or designated Mental Health RN or psychiatrist.

Ensures heat plan education is completed each spring and as needed, with paperwork filed in the Medical/Mental Health record.

Ensures weight and waist measurements are obtained and documented in the medical record, according to GCHC SOP.
Coordinates with psychiatry, ensuring AIMS scales are conducted on patients who take antipsychotic medications at six month intervals and documents results in the Medical/Mental Health record.

Facilitates continuity of care with transfers and discharges.

Responds to mental health crises following GDC/GCHC/MHMSOP’s, as needed

Assists in the development of individual treatment plans for MH/MR inmates

Documents implementation and response to the treatment plan in the clinical record at least monthly. Provides feedback regarding individual patients and group dynamics to the mental health team.

Participates as a member of the mental health team, attending debriefing and treatment team meetings.

Acts as a liaison from Mental Health to Infirmary staff with care of Mental Health inmates.

Routinely attends nursing staff meetings. Acts as liaison between the medical team, mental health team and security.

Under the direction of the DON, MH/MR Nurse Coordinator or designated RN, functions in a direct care role while participating as a member of the Crisis Stabilization Unit team along with the assigned counselor and psychiatrist.

Participates in CSU & ACU Nursing Assessments. Completes admission packet and initiates treatment plan with input from CSU team members regarding problem identification and intervention.

Ensures that 15 minute checks are accomplished (coordinates with security to accomplish this). Follows SOP VG67-001 on Restraints and SOP VG68-001 on Suicidality (any evaluations or assessments for restraint or continuation of restraint must be verified by a progress note by RN or mental health Duty Officer when a psychiatrist is not on duty)

Charts at least once per shift for all CSU inmates, including relevant mental status.

Completes a nursing Discharge Summary ensuring continuity of care with outpatient or other facility regarding medications and any special medical need. Ensures current medications are sent with records when inmates are transferred to another facility, per GDC/GCHC policy. Ensures current medications are transferred to appropriate location for pill call if inmates are moved within the facility.

Maintains CSU Log and other logs as assigned.
Recognizes significant changes in physical/mental health and promptly reports them to the DON, Mental Health RN, Mental Health Nurse Coordinator or Psychiatrist and/or Physician as soon as noted. Training:

Attends all meetings, in-services, and training activities

Assist in training/precepts new personnel.

Requests and attends training to meet identified needs through in-service attendance and other formal/informal means.

Attends annual facility in-service.

Maintains CEUs as required by Georgia Board of Nursing

Completes annual required training hours as mandated by GDC policy.

Reports all staff safety or patient care issues to the DON, Mental Health Nurse Coordinator, Charge Nurse, or RN or Health Authority as soon as possible.

Facility specific job duties should be added on a separate page and attached

Reviews job description with DON/Mental Health Nurse Coordinator and documents this with signature/date.

Completes the Nursing Skills Checklist yearly.

Attends AED Training twice yearly.

Reviews Employer Performance Appraisal and documents with signature/date.

Completes all training as noted on GCHC Training Grid document.

Other duties as assigned

VII. PHYSICAL EFFORT

Must be able to lift 50 lbs. Normal sitting, pulling/pushing, kneeling, stooping, bending, reaching, talking, and hearing. Standing and sitting for long periods of time. Must be able to quickly respond to medical emergencies within four (4) minutes (ACA requirement.)
VIII. INTERPERSONAL RELATIONSHIPS:

Interrelates and works effectively with patients/offenders, medical and nursing staff, security staff, counseling, social worker, chaplaincy, administrative staff and support staff, i.e. pharmacy, laboratory, ET

IX. KNOWLEDGE, ABILITIES AND SKILLS:

Excellent analytical, decision making skills. Experience in client and customer relations...
Excellent interpersonal skills.

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Employee Signature                        Date

Annual Review Signatures & Dates:

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