

Mid East Ohio Regional Council (MEORC)

Position Description

Developmental Disabilities RN

Summary: Under the general direction of the Associate Director of Nursing and Training Services, in the Office of Project Management and Innovation, the Developmental Disabilities RN is responsible for supporting the region in maintaining the health and safety of people with developmental disabilities. This includes training, conducting reviews, assessments and performing delegated nursing tasks.

Essential Functions: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Teach Medication Administration classes (Initial and Continuing Education Certification 1,2 and 3);
2. Contribute to the research and development of Medication Administration Training;
3. Schedule and conduct Nursing Quality Assurance Reviews per DODD protocol;
4. Conduct Skilled Nursing Assessments;
5. Delegate medication administration to certified staff members according to guidelines established in ORC 4723 and OAC 4723 with special attention to OAC 4723- 4 (Standards of Practice Relative to Registered Nurse or Licensed Practical Nurse) and OAC 4723-13 (Delegation of Nursing Tasks);
 - a. Maintains and renews physician's orders for medications or treatment performed during program hours;
 - b. Dispenses, accounts for, and administers medications under the order of the prescribing physician as needed;
 - c. Verifies medication and consults pharmacies regarding count, side effects, and other related matters;
 - d. Facilitates communication regarding health and safety among the team;
 - e. Manage process for ensuring Adult Day Services staff receive and maintain required certification/training;
 - f. Prepare for Accreditation reviews by maintaining quality of care in accordance with DODD and Board of Nursing rules and statute
6. Provides technical assistance to customers;
7. Attends MEORC meetings and special training/workshops as required;
8. Participates in job related training to maintain a current base of knowledge and expertise as it relates to the job;
9. Responsible for monitoring the effectiveness of Medicaid-covered services, including client satisfaction surveys for medical, dental, mental health services;
10. Performing Medicaid system quality assessment reviews;
11. Implementation and review outcomes of waiver provider compliance and monitoring process.
12. Other duties as requested.

Education and/or Experience:

- Graduate of an accredited program for nursing;
- At least two (2) years' experience working as a Registered Nurse;
- Experience in the field of Developmental Disabilities is preferred.

Certificates, Licenses, and Registrations:

- Current licensure to practice professional nursing in the State of Ohio;
- Must be able to obtain Registered Nurse Trainer certification through Ohio Department of Developmental Disabilities upon employment per rule 5123:2-6-04;

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- Valid Ohio Driver's license with vehicle insurance and reliable transportation

Computer and Technology:

- Computer proficient with a strong knowledge of Microsoft Office applications.

Communication Skills:

- Excellent communication skills required;
- Communicates effectively with MEORC staff, stakeholders in a facilitative and proactive manner;
- Ability to effectively present information and respond to questions from a variety of groups;
- Ability to write reports and routine correspondence;
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations

Problem Solving/Decision Making:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

Working Relationships:

- Works as a team member to assure coordinated, effective relations between MEORC staff, individuals, providers, county personnel, facilities, departments, and the MEORC governing board.

Work Environment:

- Will work from assigned location;
- Travel is required; at times in inclement weather.

Other Skills and Abilities:

General Expectations:

- Excellent organizational and time management skills with the ability to manage multiple priorities;
- Comply with the policies and procedures of MEORC, the State of Ohio, Federal Government and other applicable regulatory agencies in the performance of all duties;
- Model, at all times, appropriate social and moral behavior as a public service employee;
- Speak with the public effectively and understand the operations of MEORC and its participating County Boards of Developmental Disabilities;
- Understands and practices the professional code of ethics in keeping with the confidentiality of information and materials with which he/she may come into contact;

Additional Information:

- Monday – Friday 40 hours per week; primarily 8:00 a.m. to 5:00 p.m., flexibility required
- May be on call at times
- Eligible for overtime