

## THE INDEPENDENCE VILLAGE, INC.

### MEDICATION NURSE - JOB DESCRIPTION

The Medication Nurse reports directly to Executive Director (ED). The Medication Nurse position is part-time and by the nature of the services provided at The Village, may be filled by more than one nurse. This position is PRN. Duties include, but are not limited to the following:

1. Be available (on-call) to respond to medication needs or requests by Village staff within a reasonable timeframe (not to exceed 4 hours from time of call). When new medications are introduced for the Resident, the Med Nurse will need to be available to assure that new meds or changes in meds (dosage and/or strength) are made promptly, not to exceed 4 hours.
2. Responsible for the process of receiving and logging all medications for each Resident.
3. Responsible for proper labeling and storage of Resident's medications in locked medicine cabinet or locked file drawer in the office.
4. Reviews monthly medication sheets for each Resident for the Medications logging in the Notebook.
5. On a weekly basis, or more often as needed, oversees medication(s) in the individual Resident's medication box for administration by Staff.
6. Reviews Medications book to assure proper documentation of meds for the Residents.
7. Available to assist with obtaining refills when necessary. This includes allowing sufficient time for refills to be obtained. Although it is the responsibility of the parent/guardian to track when refills are needed, it is the Village administration's responsibility to assure that every effort is made to obtain each Resident's refills. This may include calling in the refills to the appropriate local pharmacy(ies), contacting the parent/guardian directly for them to obtain the refill, and/or communicating to the Executive Director so she can contact the parent/guardian with reminder to get refills.
8. Interacts directly with doctors' offices and other medical professionals as necessary.
9. Provides information to parents/guardians regarding questions which might arise concerning the medications.
10. Responsible for assessing Residents' medical complaints to determine appropriate action if needed. This may include examining the Resident, evaluating the complaint, and instructing Staff Attendants accordingly. This may include the administration of over-the-counter medications, advising the parent/guardian concerning the Resident's condition, and could include advising that the Resident be referred to their personal physician for further evaluation and treatment. (NOTE: The Village is neither a rehabilitation facility nor a nursing home, and therefore, does not assume the responsibility of the Resident's medical care. However, the professional expertise of the licensed nursing staff is considered a resource for medical assessment and will be considered the first line of action in the event of a serious medical need).
11. Serves as a resource for training purposes for all Village staff members concerning medications and possible side effects.
12. Monitors medications to assure none are expired. Any expired medications for Residents will be returned to parent/guardian for proper disposal.

This position requires a Texas Driver's license, annual TB assessment, and certification in Healthcare Provider CPR/First Aid within 30 days of hire, as well as competence on the computer, calculator, fax, copier and other standard office equipment. Ideally, it is expected that the Medications Nurse will participate in in-service training, but if scheduling conflicts occur, it is expected that the Nurse will be available as a resource to the Village. If in-service training is taken at another provider (job), documentation of that training will need to be provided to The Village as documentation in the employee's personnel file. It is required that the Nurse provide a copy of their license and all renewals.

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Executive Director signature

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Date