

**SYCAMORE SERVICES, INC.**  
**POSITION DESCRIPTION**

TITLE: Nurse Consultant - LPN  
DEPARTMENT: Residential

Job Analysis Conducted: January 2008                      Revised: February 2014

Note: Statements included in this description are the essential functions of this position.  
Other non-essential functions may be assigned.

Relationship

Reports to: Director of Residential Services  
Nurse Consultant - RN

Supervises: None

Internal contacts: Department Staff; Administrative Staff; Consumers

External contacts: Physicians; Parents/Guardians, Other Healthcare Providers,  
MW Case Managers, Other Funding Sources, Other  
Providers; Pharmacy Representatives

Work environment: 25% Office; 75% Community/Program Sites

Scheduled work hours: flexible / non-standard hours

Job Summary

The Nurse Consultant LPN is responsible for the service delivery of Wellness Coordination as defined by the 5<sup>th</sup> amendment to the Indiana Code IN.0378.R02.05 as defined in Appendix C. The Nurse Consultant LPN is responsible for conducting pre-service and in-service employee training sessions in CPR/First Aid and Wellness plans. The Nurse Consultant LPN will provide Wellness Coordination services in an effort to monitor the health status, high risk plans and medication administration for assigned program participants. They will act as a resource for all areas of the wellness plan to the entire service team.

Job Qualifications

1. Must possess a current Indiana nursing license; LPN
2. Two or more years experience working with individuals with disabilities preferred.
3. Previous supervisory and/or training experience preferred.
4. Excellent verbal and written communication skills.
5. Ability to communicate effectively, make presentations and write concise reports for all levels of employees.
6. Certification with Red Cross to teach CPR/First Aid required.
7. Dependable transportation, valid Indiana driver's license, and proof of personal automobile insurance.
8. Ability to lift up to 35 pounds; upper body leverage strength required.
9. Ability to travel between offices.
10. Work non-standard, flexible hours.

## Essential Functions

### A. Employee Training

1. Provide training on wellness plans to new hires during orientation sessions.
2. Coordinate in-service training as requested to meet individual specific consumer monitoring needs (i.e. blood pressure) in conjunction with the wellness and high risk plans.
3. Conduct CPR, First Aid training for new employees during orientation sessions and recertification sessions for current employees.
4. Coordinator with HR department to schedule and conduct TB screens for new employees during orientation.

### B. Wellness Coordination

1. Provide wellness coordination services for designated individuals per Individual Support Plan documentation in accordance with IAC 460, BDDS, and DDARS policies and procedures.
2. Provide completion of the State's Risk Mitigation Tool for assigned program participants.
3. Develop and maintain a wellness coordination plan for assigned program participants.
4. Develop and maintain the high risk plan.
5. Provide consultation with Interdisciplinary Teams and other health professionals, as necessary, to identify health needs and identify strategies to update wellness plan..
6. May act as a liaison for individuals served, staff and healthcare providers.
7. Provide face-to-face visits in accordance with wellness plan and document accordingly.

### C. Quality Assurance

1. Review medication error and medication incident reports in an effort to identify training opportunities provide quality improvement recommendations.
2. Provide medication administration re-training to those identified staff due to medication errors.
3. Complete medication check-in and Medication Administration Record (MAR) and Physician Orders (PO) verification at cycle-fills and other times as requested.
4. Monitor medication/health care changes, including physician's orders (PO).
5. Check in medication cycle fill from pharmacy and coordinate delivery of consumer medications.
6. Rectify medication issues and prior authorizations/issues.
7. Assist with coordinating PRN medications.
8. Work in conjunction with Quality Assurance Coordinator and Nurse Consultant – RN to ensure medication policies and procedures are accurate.
9. Provide staff with additional training sessions as requested.
10. Be familiar with and follow all CARF, BDDS, BQIS, and other State regulations in regards to medication administration and wellness coordination.
11. Complete wellness coordination plan audits for all designated consumers.
12. Prepare written reports of medication errors, medication incident reports and wellness coordination plan audits, including recommendations for improvement, as requested.
13. Serve as a resource for agency staff regarding medication administration, high risk plans and other wellness coordination plan concerns, as appropriate.

### D. Sycamore Services Team

1. Champion organizational mission, vision and philosophies.
2. Maintain confidentiality of consumer and personnel information and records.
3. Perform other duties as assigned.

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Approved

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Date