

- **Adherence to Agency Policies and Procedures:**
- Ensure compliance with all Center policies, procedures, and relevant regulations.
- **Oversight of Nursing Services and Nurse Delegation Program:**
- Supervise all MAC certified staff, including MAS LPNs and RNs.
- Provide on-call support and ensure effective management and implementation of the Nurse Delegation Program.
- Manage staffing schedules, particularly on-call rotations.
- **Direct Consumer Services:**
- Conduct physical and medical evaluations, including medication monitoring and administration.
- Manage medication setup, ordering, and provide education to consumers and families.
- Refer consumers to additional medical services as necessary.
- Obtain and review reports from community treatment personnel.
- Complete and review all required documentation according to Center policies, DMH, Medicaid, and Medicare standards.
- Facilitate nursing home placement, as appropriate for client needs.
- Conduct nursing assessments prior to clearance to return to residential level of care from medical hospitalization.
- **Participation and Collaboration with Treatment Teams:**
- Contribute to the development and review of individual treatment plans.
- Monitor and report on consumer progress, especially concerning medication and medical issues.
- **Staff Training and Education:**
- Oversee and provide training on CPR, First Aid, SAMA Certification, Naloxone, and MAS/MAC training.
- Develop and deliver additional training as required.
- Teach monthly MAC II and update classes.
- **Residential Program Medication Systems Oversight:**
- Conduct random evaluations of medication systems in residential facilities and report findings.
- Ensure policies and procedures for safe medication practices are up to date and followed.

- Review medication-related documentation, such as invoices and medication reconciliation.
- **Administrative and Supervisory Duties:**
- Supervise LPNs, conduct yearly evaluations, and monitor their training and productivity.
- Manage timesheets, expense reports, and incident reports.
- Handle supply ordering, stericycle pickups, and coordination of nursing meetings.
- **Miscellaneous:**
- Perform any additional tasks as assigned by the immediate supervisor or executive team.
- Maintain various logs and records, including temperature logs, first aid checklists, and MAC call logs.
- Coordinate lab work (e.g., Clozapine, urine drug screens) and handle on-call duties as required.