

**ADULT DAY SERVICES REGISTERED NURSE**

**TITLE:** Adult Day Services Registered Nurse

**QUALIFICATIONS:**

Education/Training: Registered Nurse. Registration must be current in the state of Michigan.

Experience: Experience with a senior population required. Experience and education in dementia and related physical and psychosocial issues desirable.

Special Skills: Must have strong communication skills and be skilled in working with the family/caregiver and client as a unit.

**REPORTS TO:** Adult Day Services Director

**PERFORMANCE RESPONSIBILITIES (Seasons)**

1. Manage the process for administration, dispensing and storage of medications as prescribed. Monitor the therapeutic action and/or adverse side effects. Act as liaison to the caregiver and physician for medication issues.
2. Regular monitoring of health such as weight, vital signs, medications, diet, cardiac and respiratory systems and others as needed.
3. Monitor and provide appropriate intervention for other health conditions such as diabetes, according to physician orders.
4. Serve as liaison to the physician when appropriate for all health-related issues.
5. Participate in interdisciplinary team development and updates of individual plans of care.
6. Monitor the infection control program for Adult Day Services. Review and update as needed. Yearly review of Universal Precautions with all staff.
7. Assist Director in the training and mentoring program for new employees.
8. Develop professional relationships that will foster ongoing and new referral sources from the medical community such as rehabilitation services, physicians, nurse practitioners, and hospital discharge planners.
9. Conduct nursing, depression, pain assessments and facilitate memory screenings.
10. Monthly check of first aid, glucose monitoring and other medical supplies. Obtain supplies needed.
11. Health promotion and education to clients and caregivers as appropriate.
12. Assist the Director with health, medical and cognitive related education and trainings.
13. Other related responsibilities that may be required.

**PERFORMANCE RESPONSIBILITIES (Care Coordination)**

1. Attends meetings, workshops, and trainings to collaborate and provide nursing support to the Care Coordination team.
2. Takes referrals from Care Coordinators for in-office or phone meetings to assist clients with medical needs or questions.
3. Shares knowledge of health related resources with Care Coordinators and their clients.
4. Assists in obtaining information from client's physician (ex. medication list, health history, appointment summaries) that is relevant to their care given a ROI is signed.

Reviewed and Agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_