

**CRYSTAL CREEK LODGE  
POSITION DESCRIPTION  
PROGRAM NURSE**

**JOB SUMMARY**

Under the supervision of the Clinical Coordinator, the Program Nurse functions as the responsible person for medical services. This position is responsible for providing medical consultations to direct care providers on the full range of diagnostics and that affect patients in treatment. This position will provide direct services to patients in an inpatient setting. This position is also responsible for assessing and providing appropriate training for direct care providers and other interested administrative personnel.

**JOB-SPECIFIC REQUIREMENTS**

- When applicable will assist the physician with health screening of patients, and conducts Nursing Assessments of patients at the Crystal Creek Lodge.
- Monitor vital signs of the patients at scheduled times during each shift and records vital signs on the patient's chart as needed.
- Develop a schedule for sick call and refer these patient to the Indian Health Service (IHS) clinic who is in need of medical attention.
- Reports and enters medications, vital signs, etc., and enters in the patient file and medication log.
- Keep all monitoring instruments clean and locked away when not in use.
- Attends multidisciplinary screening meetings, staffing of patients and staff meetings at the Crystal Creek Lodge. Document each screening and staffing meetings. Check medications and PPD.
- Participates in training and workshops on drug and chemical abuse when appropriate or available.
- *Works with CCL liaison and Indian Health Service medical staff on referrals from the hospital inpatient staff to ensure a ward referral has completed the detoxification process prior to transfer to CCL for assessment.*
- Participated in Health Promotion/Disease Prevention activities if there is allowable time from primary job duties.
- Coordinates all training in conjunction with the Clinical Coordinator for Crystal Creek Lodge staff that comply with CARF, IHS, and State of Montana guidelines regarding medical protocol.

## PROFESSIONAL AND REGULATORY REQUIREMENTS

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- Applicant must be licensed by the Montana Department of Labor & Industry, Montana Board of Nursing State of Montana's Board as and Registered Nurse (RN).
- License must be in good standing with the Montana Department of Labor & Industry, Montana Board of Nursing.
- Applicant must have as least three to five years' experience working with the population served by Crystal Creek Lodge Treatment Center.
- Must have a degree as a Registered Nurse from an accredited college.
- Must have a valid Montana driver's license.
- Knowledge of policies and procedures of the Crystal Creek Lodge.
- Ability to monitor and record patient's vital signs and oversee self-administering of prescribing medications.
- Knowledge of *clinical medical* records keeping *in compliance with HIPAA regulations and policy and procedure of* Crystal Creek Lodge.
- Knowledge of medical terminology.
- Knowledge of pharmacology.
- The incumbent is governed by Medical Management in accordance with Policy and Procedure of Crystal Creek Lodge Treatment Center, State of Montana and Commission on Accreditation on Rehabilitation Facility Medication Use standards.
- Assignments involve a sequence of duties and/or processes that the incumbent can follow without supervisory assistance. It is very important that record keeping is accurate and medication is dispensed in a time
- The purpose of the work is assisting Crystal Creek Lodge personnel in the treatment of patients served to ensure that all medical issues and concerns are addressed and completed in accordance with Medical Management protocol.
- Contacts include co-workers, tribal officials and organizations, I.H.S. staff, patients and their families *when applicable*. Purpose of the contacts is to receive instructions and provide information regarding patients during their treatment program for chemical dependent *and/or any medical conditions*.
- Duties require extensive periods of standing and walking. Working with clients requires regular and recurring bending, lifting, and stooping, stretching and similar activities

- The incumbent observed normal safety precautions while working with the chemical dependency inpatients facility. Work indoors and under adequate lighting conditions.
- Maintains strict confidentiality of information adhering to state, federal and local policies in accordance with 42 CFR Part 2, HIPAA, and all other applicable laws regarding confidentiality of patient records.
- Monitors *and supervised* all medication for clients, and initials medication log when medication is distributed to clients. *Reviews the medication log on a daily basis to ensure that she initials the medication log when she isn't available. Inventories all client medication on a daily basis to keep track of the medication that is distributed to clients.*
- *Clients who are in treatment in Intake/Residential treatment and have prescribed drugs. Incumbent ensures that the medication has not expired and does an inventory of medication and put in the medication log to keep track of medication that has been distributed.*
- Is responsible for Medical Management in accordance with standards of State of Montana and Commission on Accreditation for Rehabilitation Facilities (CARF), and CCL Policy and Procedures regarding Medical Management.

Reviewed with supervisor:

\_\_\_\_\_ Date: \_\_\_\_\_

Evaluation under this position description due:

6 month review: \_\_\_\_\_ 1 year: \_\_\_\_\_

Employee signature:

\_\_\_\_\_ Date: \_\_\_\_\_

Supervisor signature:

\_\_\_\_\_ Date: \_\_\_\_\_