



Miami Cerebral Palsy Residential Services, Inc.

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*An affiliate of United Community Options of South Florida, formerly United Cerebral Palsy since 1947
Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IID)*

A Private, Not for Profit Agency Established in 1984

Creating the Future...
One Person at a Time

Affiliated with United Cerebral Palsy since 1947

ESSENTIAL JOB FUNCTIONS/ENVIRONMENTAL EXPOSURES

POSITION: Registered Nurse

REPORTS TO: Health Care Coordinator

POSITIONS SUPERVISED: None

REVISED DATE: 11/05/20

MINIMUM QUALIFICATIONS:

- Demonstrated integrity and honesty.
- Demonstrated commitment to provide services to the developmentally disabled population.
- Demonstrated empathy, communication skills and emotional fitness to interact with the developmentally disabled population.
- Must be able to provide verifiable employer references.
- Must be able to meet mandated training requirements.
- Must be free of communicable diseases.

DESIRED QUALIFICATIONS:

The RN shall have demonstrated ability to support people with disabilities; ability to work a flexible schedule; crisis prevention, intervention and teaching skills;

- All applicants must be a least 18 years of age.
- One year of experience or related job working with persons with developmental disabilities.
- Graduation from a state accredited school of professional nursing. Must be licensed to practice as a Registered Nurse by the Florida Board of Nursing,
- **Certificates, Licenses or Registrations.**
- Active and current nursing license.
- Current CPR Certification.
- Personable manner and good communication skills interacting with staff on all levels.
- Required to pass a criminal/background check.
- Required to pass a drug clearance.

ESSENTIAL JOB FUNCTIONS: Essential job functions are the fundamental job duties that an applicant or employee must be able to perform, with or without reasonable accommodation. Nurses have many demands in the work place and need to be physically able to perform a variety of tasks.

The following list contains the physical requirements for many but not all of the tasks Registered Nurses would be expected to perform at Miami Cerebral Palsy and includes cognitive, psychomotor and affective skills. The Human Resources Department may work with Licensed Practical Nurses

who meet all other requirements for hire to determine any reasonable accommodations to meet these essential functions if it does not cause an undue hardship or a direct threat to organization.

COGNITIVE:

- Minimal score on new hire exam, if one is given.
- Ability to read and write in English.
- Analytical thinking abilities to perform deductive and inductive reasoning for nursing decisions, for example, priority setting, long and short-term memory for data collection or ability to evaluate outcomes.
- Considerable knowledge and skill in the application of theory , practices, principles and techniques of the nursing profession; ability to understand , interpret and relate oral and written instructions; ability to explain medical instructions to clients and their families; knowledge of the area of work and medications; ability to gain the confidence of individual's and to work effectively with them.

PSYCHOMOTOR:

- Lifting a minimum of 50lbs, transferring, repositioning, bending, squatting, and kneeling which is required for working with the physically challenged and non-ambulatory.
- Must be able to perform a two-person lift of an individual.
- Must be able to stand/walk for eight (8) hours at a time.
- Full vision or correctable adequate vision.
- Functional gross and fine motor skills.
- Functional dexterity needed in all aspects of body movements.
- Frequent walking, bending, and stooping.
- Hearing abilities sufficient to physically monitor and assess client needs, such as use of a stethoscope to distinguish heart and breathe sounds.

AFFECTIVE:

- Emotional stability sufficient to assume responsibility and accountability for actions for example handle strong emotions of others while controlling personal response or adapt to changing environments.
- Interpersonal skills sufficient to interact with individuals and groups respecting social, cultural and spiritual diversity.
- The desire to work with individuals the developmentally disabled population served.
- Work within the established professional guidelines and treatment plans developed for the individuals served.
- Training requirements include awareness of the cultural diversity of individuals served

ENVIRONMENTAL / PHYSICAL & WORK EXPOSURES:

- COVID-19 a new disease and there is limited information regarding risk factors for severe disease. Based on currently available information and clinical expertise, **older adults and people of any age who have serious underlying medical conditions** might be at higher risk for severe illness from COVID-19.
- Nurses are essential for the health and well-being of the people they serve. Nurses should be aware of how the coronavirus disease 2019 (COVID-19) spreads, risk factors, and prevention actions:

- Complies with all required social distancing requirements and similar guidelines published by the Center for Disease Controls, OSHA or similar agencies or ordered by federal, state and local governments with respect to the COVID-19 pandemic.
- Properly follow company and OSHA safety procedures to ensure safety and quality work.
- Demonstrates an ability and willingness to work in many areas when operational needs require
- Stays current with new or changed policies or procedures as communicated by Infection Preventionist.
- Wash your hands often.
- Avoid close contact.
- Cover your mouth and nose with a mask when around others.
- Cover coughs and sneezes.
- Clean and disinfect.
- Monitor Your Health Daily.
- Transferring individuals from: (with or without mechanical lifts)
 - Bed to floor/wheelchair
 - Floor/wheelchair to bed
 - In and out of shower/bath Transferring
 - Into and out of vehicles
 - Assisting clients in bathing/showering
 - Changing
 - Bending
 - Twisting – neck, waist
 - Exposure to potential BBP
 - Feeding meals
 - Standing
 - Climbing
 - Kneeling
 - Pushing, e.g. wheelchairs
- Conducting required evacuation drills
- Assisting with hand washing, changing soiled clothing, brushing teeth, assisting with bathroom responsibilities.
- Transmission: Transmission refers to the way germs are moved to the susceptible person.
- Coughing
- Sneezing
- Touching surfaces
 - Between people who are in close contact with one another (within about 6 feet). Although social distancing will be ideal, MCP will make every effort to maintain proper distancing protocols for breaks and lunch periods. Large gathering with other employees must be avoided.
 - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.
- High-contact patient care activities that are provided by Nursing Staff and Direct Support Professionals lend themselves to opportunities for transfer of pathogens to the hands and clothing. Examples may include:
 - dressing
 - bathing/showering
 - transferring
 - providing hygiene
 - changing linens
 - changing briefs or assisting with toileting
 - device care or use
 - wound care

This position may be required and exposed to the following:

- To work flexible schedules.
- To work holidays.
- To work during declared emergencies.
- Exposed to blood borne pathogens.
- Exposed to profanity and offensive/violent behavior and loud noises by the individuals served.
- Required to work with very personal and intimate care and be exposed to bowel movement and bodily fluids and odors.
- Noise level can be loud given developmental disabilities population served and equipment used.
- May be exposed at times to behavioral issues (i.e. some screaming, biting, grabbing, hitting, spitting and use of profanity) relevant to people with developmental disabilities served.

JOB DUTIES AND RESPONSIBILITIES:

- Wear a facemask upon coming onto company premises and stand 6 or more feet apart to limit the spread of COVID 19.
- The RN shall be responsible to support people with disabilities of all ages and others who need assistance to lead self-directed lives and contribute to their communities; and supports behaviors that enhance inclusion in their communities. The DSP shall understand that people requiring support who have one disability, such as mental illness, can also have another disability, cognitive disability or a medical condition. These conditions are called co-occurring disorders. The RN shall promote MCP's welcoming and effective provision of supports to such people.
- The RN is responsible to assure that quality supports and services are provided to people residing in the homes to which he/she has been assigned, and that the philosophy of MCP is adhered to at all times.
- The RN is responsible to assure that there is consistency in the supports provided to each person with disabilities; that the communication among team members is effective; that duplication of efforts is eliminated; bureaucracy is reduced; that the small agency feeling is

maintained; that a holistic approach is provided to people supported; and best practices are used.

- Provide medical support to individuals by assuring the following: relationships, community involvement and integration, power and choice, health and safety, status, and competence. Implement Code of Ethics to assist individuals in achieving their personal goals and meet their needs and mission statement.
- Provide in establishing routines that meet all individuals' needs and desires and to ensure compliance with licensing regulations, agency policies and practices and protection of individual rights.
- Provide safe, reliable and high quality services and supports in accordance with the Care Plan for individuals.
- Provide necessary tasks for comfort and safety of individuals.
- Refusing to provide services and supports when the request services could harm an individual or violate their rights.
- If you witness a medical emergency, abuse or neglect you are required to immediately attend to the needs of the individual, notify your supervisor and call abuse.
- Act and communicate in an appropriate professional manner at all times.
- Treat the individuals, family members, co-workers and supervisors with dignity and respect.
- Provide services in a manner that respects the dignity, privacy, property, religion and culture of each individual.
- Provides nursing care according to the physician's orders, in compliance with recognized nursing standards and State and Federal Regulations.
- Uses the nursing process to make continuing assessments of the individuals total health needs.
- Implements nursing interventions based on assessment data.
- Documents timely, outcome based information
- Implements the nursing plan of care.
- Gives direct nursing care commensurate with education, training, or experience.
- Facilitates teaching experiences for staff and individuals.
- Completes all ICF-MR paperwork as assigned
- Acts as liaison between team and medical staff, nursing, etc.
- Does rounds throughout the facility on assigned shifts
- Acts as a resource professional for all nursing staff as well as the IDT
- Conforms with and provides nursing care according to the physician orders, in compliance with recognized nursing standards and State/Federal regulations
- Be on time for all scheduled shifts. Unapproved absences will not be tolerated.
- Prepares and administers medications and provides training and support to individuals who can or have ability to self-administer medications.
- Makes rounds to record the health condition of all individuals.
- Addresses health care concerns and is cognizant of any changes in individuals physical condition and reports same to the HCC/designee
- Charts all medications, treatments, dietary information, activities of daily living and other significant nursing observations of individual's condition and responses.
- Conducts 30-minute shift overlap to discuss status of individual's medical condition, identifies special nursing care needs and adjusts assignment as necessary to meet these needs.

Controlled drugs are counted, emergency equipment such as oxygen and CPR bag are in place as well as updated management beeper contact list plan emergency roster.

- During medical emergencies determines action necessary and initiates (911) EMS procedures when applicable.
- Ensures that all policies and procedures regarding medical/nursing, medication administration, infection control, etc. are followed.
- Demonstrates the skills and techniques necessary to administer interventions to manage the inappropriate behavior of individuals served. Correctly and consistently implements behavior plans of individuals when working with them
- Assures that all medical problems are communicated to the HCC, physician and facility administrator as applicable.
- Adhere to all local traffics while on duty.
- Smoking is prohibited.
- Do not make or receive personal calls while on duty. Emergency calls related to personal or family crisis are an exception.
- Do not accept gifts from any individual or family member.
- Do not receive personal visitors while on duty.
- Attend meetings and/or trainings as requested.
- All other duties assigned by the Health Care Coordinator.
- Ensure all required documentation is complete, accurate and legible.
- Receives training in own discipline to ensure adequate delivery of services and to be aware of developments in the nursing field to include participation in continuing education programs, in-services, lectures, etc. as applicable.
- Maintains and expands skills and knowledge relevant to providing high quality supports and services.
- Attend as needed medical, health, and dental appointments to ensure health and safety.
- Work assigned schedule and arrive to work on time.
- Assist with maintaining a clean, safe, and orderly environment by following safety and infection control procedures.
- Maintains and expands skills and knowledge relevant to providing high quality support and services.
- Maintains open communication and cooperative work effort with other staff to assure quality and continuity of support to people served.
- Reports and/or documents unusual events.

IMPLEMENTATION OF SAFETY AND EMERGENCY PROCEDURES

- Follow all agency safety-related policies and procedures.
- Report medical emergencies as required by policy.
- Report and take required action in regards to injuries, incidents and accidents involving persons supported by MCP and employees as required by policy.
- Report physical plant emergencies as required by policy.
- Follow fire evacuation and disaster procedures correctly and in a timely manner.
- Report unsafe situations immediately. Assure safety is imperative.
- Work safely.

- Report thefts, suspected theft, misuse of funds, property, time, materials and other Resources to the supervisor.
- Report missing persons, medical emergencies, employee injuries and other emergency situations as directed in MCP policies and procedures, to the supervisor or manager on-call immediately.
- Assure pertinent emergency telephone numbers are readily available.
- Maintain required levels of supervision and support for people supported at all times.
- Initiate safety topics at staff meetings.
- Take steps to prevent safety problems, accidents and injuries.
- Provide safe and reliable transportation.
- Report any incident that could potentially result in negative reactions from the community, law enforcement officers and other agencies to the supervisor immediately.

IMPLEMENTATION OF ADMINISTRATIVE PROCEDURES

- Follow the chain of command to resolve concerns and conflicts. Dress professionally, according to the Professional Appearance and Attire Policy.
- Maintain the strictest confidentiality. Protect the privacy of persons supported. Follow all HIPAA policies and procedures.
- Review and all policies and procedures being proposed or revised, when posted by the supervisor.
- Report violations of MCP policies and procedures, accreditation standards, philosophy and house rules to the supervisor immediately.
- Refrain from conducting any personal business while on duty at MCP, unless approved by the supervisor.
- Assure the Individual Files of people supported are maintained in a current, confidential and organized fashion.
- Prepare outdated and purged records of people supported for filing and storage.
- Assure all Individual files are locked when not in use.
- Report any potential conflicts of interest to the supervisor.

ATTENDANCE AT WORK, MEETINGS AND TRAINING

- Participate in staff meetings, in services and internal and external assigned committees.
- Request time off following the Attendance Policy.
- Work scheduled hours unless otherwise approved by the supervisor.
- Be punctual to work.
- Maintain an acceptable attendance record.
- Demonstrate willingness and ability to flex schedule to meet needs of persons supported.
- Work days, evenings, overnights, and weekends, as scheduled.
- When working a live-in position, provide support and assistance to persons supported during sleep hours, in the event of medical issues, emotional difficulties or behavior issues. Document any time that sleep was interrupted in order to support people.

PROFESSIONAL DEVELOPMENT RESPONSIBILITIES

The LPN is responsible to pursue opportunities for professional growth and share knowledge and resources with others. The DSP shall:

- Join and participate in an agency committee, as approved.
- Develop and maintain a portfolio.
- Research and read materials relating to the Direct Support Profession. Share materials and information with colleagues.
- Actively participate in professional development, in services, training, and conferences to enhance knowledge and skills in the human services field.
- Take active steps to improve own job performance through work on goals identified in performance reviews, performance improvement plans, and formal or informal observations by colleagues or supervisor. Provide objective feedback to others when asked to complete 360-degree feedback forms.

DOCUMENTATION AND WRITING RESPONSIBILITIES

- Complete documentation and writing responsibilities in a timely, accurate, detailed, legible, neat and objective manner, using correct spelling and grammar.
- Use language and a writing style that thoroughly describes events and incidents.
- Complete each person's daily documentation accurately and in a timely manner.
- Complete all Incident Reports, Reportable Event Forms and other forms accurately and in a timely manner.
- Compile data for progress reports, as assigned.

JUDGMENT

- Make logical, sound and proper decisions by drawing on professional expertise with minimal negative effects on people supported, employee relations, and/or goals and results.
- Take responsibility for decisions made.

TEAMWORK

- Identify and communicate successes and challenges within the Team.
- Accept responsibility for own part in solving Team challenges.
- Seek new ways to promote
- Teamwork to improve quality services.
- Demonstrate pride in, commitment and dedication to the Team.
- Actively develop strategies to solve Team challenges.
- Work cooperatively and collaboratively with Team members.
- Share credit for Team successes and share responsibility for Team failures.

WORK ETHICS STANDARDS

- Be highly motivated. Take initiative. .
- Accept responsibilities and approach change enthusiastically.
- Present self and OHI in a positive, professional manner.
- Independently seek new and better ways of doing things.

MISCELLANEOUS RESPONSIBILITIES

- Actively participate in corporate functions.
- Complete any other duties as assigned.

SCHEDULE OF EMPLOYMENT

(The schedules of RN's may change to accommodate the needs of people supported)

RELATIONSHIPS WITH STAFF/PARENTS/GUARDIANS/COMMUNITY:

- Demonstrates appropriate professional behavior in dealing with individuals, parents, staff and visitors.
- Keeps open communication with IDT members
- Maintain a positive and professional appearance and attitude while engaged at work and throughout community.
- Communicates appropriately with families, guardians and friends.
- Is mindful when discussing sensitive issues with families and guardians.
- Respects and maintains confidentiality.
- Utilizes opportunities to establish and maintain positive rapport with the community/neighborhood as appropriate.
- Keeps open communication with IDT members regarding mutual client issues (notification of appointments, absences, etc.).
- Respects and maintains confidentiality in relation to activities concerning families, guardians and friends.
- Takes responsibility for and maintains open communication channels with all staff.
- Resolves disputes constructively.
- Respects other staff's responsibilities and authority.
- Accepts and provides constructive criticism.
- Supports a team approach within the facility.

HIPPA GUIDELINES:

I hereby acknowledge that I comply with HIPPA guidelines and in the event of a breach or threatened breach of the Confidentiality and Non-Disclosure Agreement, I acknowledge that Miami Cerebral Palsy Residential Services, Inc. may, as applicable and as it deems appropriate, pursue disciplinary action up to and including termination from MCRPS.

All employees must comply with Miami Cerebral Palsy Residential Services, Inc. Drug Free Workplace Policy.

STATEMENT OF UNDERSTANDING:

I have received, read and understand and will adhere to the above position job summary and essential job function requirements. I confirm that I meet the requirements.

Applicant/Employee's Name Printed Name

Date

Applicant/Employee's Signature

Date

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