

SECURE TREATMENT PROGRAM (STP) MANUAL
Providing Quality Treatment Services within a Secured Environment

April 2024

Management

Section I -28

JOB TITLE: Registered Nurse

General Statement of Duties: Provides professional nursing care and training for clients following established standards and procedures. Assists other personnel in providing such care, assists physicians as directed, takes independent action within the RN professional scope of practice and legal limits, and performs nursing duties as assigned. May also assist in training other nursing personnel. Must maintain an active RN license and ACLS Certification. ACLS certification must be obtained within one year of employment.

Supervision Received: The RN may receive direct supervision from a Senior Psychiatric Technician (SPT), a Registered Nurse (Shift Lead) or a Nursing Person in Charge (NPIC) for an eight-hour period. During a medical emergency, the RN may receive supervision during a limited time frame from Central Nursing personnel (ACNS).

Supervision Exercised: The RN may be responsible for directing the care of clients on the unit assigned for an eight-hour period and may also be in charge of other RNs assigned to that unit. During a medical emergency, the RN may be responsible for directing others in the care of the client.

Essential Functions: The RN may be required to bend, stoop, and push a medicine/treatment cart. Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement at all times, including during mentally and emotionally stressful and emergent situations encountered on the job, without endangering their own health and well-being or that of their fellow employees, clients, or the public. **Must be able to lift 50 pounds without assistance; must be able to participate in client containment, intervention or restraint. Must have the ability to work extended hours and various shifts; must float to all work areas within the facility if called upon to do so.**

Typical Working Conditions: On-going interaction with clients. Potential exposure to communicable diseases, blood-borne pathogens, medicinal preparations, and other conditions common to a clinical nursing environment. Remain on a unit or training site for periods of time where a client may be receiving training or services. Mandatory overtime may be required on a periodic and rotating basis. Working different units within the facility may also be mandatory. Must have the ability to set and shift priorities as needed. Work is performed at a level that requires the individual to be constantly alert of safety and security with clients and the environment and ensuring clients do not have any type of non-allowable items that could be used as weapons. May spend time performing custody tasks which include escorting forensic clients in the facility, which may include driving a State vehicle (golf cart, van, car, etc.); counting, distributing, and accounting for all utensils and other equipment/tools to prevent use as weapons; inspecting facilities to identify security breaches that could lead to the escape of a forensic client; and observing and intervening in forensic client behavior that may injure people, damage property, or signal impending escape attempts.

ESSENTIAL DUTIES:**65%**

- ❖ Performs nursing procedures for clients in accordance with physician's orders and department, facility, and program policies such as administering medications and treatments through various routes, hypodermic injections, starting and monitoring IVs, performing urinary catheterization and enemas, taking and recording temperature, pulse, respirations, blood pressure, oxygen saturation and pain levels as well as providing first aid as authorized within the scope of the Registered Nurse License.
- ❖ Implements all treatment plans as developed by the Interdisciplinary Team (IDT).
- ❖ Creates and implements nursing diagnoses and objectives for health care needs.
- ❖ Teaches and assist clients in completing Independent Living Skills.
- ❖ Observes and documents clients' physical condition and behavior and reports significant changes to appropriate staff.
- ❖ Responds to emergencies that involve the use of medical/behavioral intervention techniques.
- ❖ Float to other areas to provide coverage, including other programs within the facility as needed.
- ❖ Provides one-to-one supervision/direct observation of clients on special precautions, i.e., elopement risks, suicide risks, medical conditions as determined by a physician and risk of serious self-injurious behavior to client.
- ❖ Maintains a safe, sanitary, and therapeutic environment which promotes respect and dignity and protects the privacy, rights, confidentiality, and physical/emotional well-being of the clients.
- ❖ Assists clients in activities of daily living, such as bathing, dressing, grooming, dining, and leisure activities as needed. These duties may also include lifting, positioning, and assisting with client mobility as needed.

TYPICAL TASKS:**35%**

- ❖ Responds to emergency client/staff situations, directs team members, and follows established protocols and documents events as indicated.
- ❖ Follows up on temporary conditions (TCs).
- ❖ Document in Interdisciplinary Notes (IDNs) the monthly review of all health care objectives and plans (HCOPs).
- ❖ Documents clients' treatment and response daily or as clinically indicated in accordance with Client Record Documentation System (CRDS) procedures and requirements.
- ❖ Records medications and treatments administered.
- ❖ Assists with training all new/other employees assigned to the unit/program in the procedures of the medication room and other nursing/medical care on the unit as indicated.
- ❖ Keeps current with new Policies and Procedures from the Nursing Procedure and Protocol manual as well as all Facility Bulletins.
- ❖ Attends and participates in meetings for assigned clients.
- ❖ Attends committee meetings such as Professional Practice Group as requested.

- ❖ Provides RN relief coverage when requested.
- ❖ May be required to do mandatory overtime.
- ❖ Participates in training as required.
- ❖ Takes advantage of educational opportunities for continued professional growth.

KNOWLEDGE, SKILLS, & ABILITIES:

- ❖ Knowledge and application of professional nursing principles and techniques.
- ❖ Medical terminology.
- ❖ Hospital routine and equipment.
- ❖ Medicines and narcotics.
- ❖ Observe and record symptoms and behavior.
- ❖ Keep records and prepare reports.
- ❖ Gain interest, respect and cooperation of clients.
- ❖ Plan, organize and direct the work of others.

Employee Printed Name

Employee Signature/Date

Supervisor Signature

Date