



POSITION ANNOUNCEMENT

TITLE: Registered Nurse- STI Program Coordinator

DEPARTMENT: Ryan White / Medical

REPORTS TO: Director of Ryan White Services/Medical Support Manager

DATE: January 2019

Summary:

RN/STI Program Coordinator coordinates all aspects of HIV/STI Prevention (Counseling, Testing, Referrals and HIV Linkage to Care. This position will act as a resource in HIV/STIs to internal and external partners. This position is responsible for monitoring compliance with program contracts, budgets, expenditures, and billing processes of assigned programs. RN Program Coordinator recommends and administers actions impacting employee pay and status, hiring and discipline.

REQUIREMENTS:

1. Bachelor's Degree from an accredited college or university school of nursing
2. Current CPR certification is required.
3. Current license as a Registered Nurse in the State of Louisiana.
4. Completion of a training program for the prevention of sexually transmitted diseases
5. Experience in HIV/STI preferred.
6. Experience in collaboration with interdisciplinary healthcare teams.
7. Experience in ambulatory care setting preferred.
8. The position requires a minimum of two years of clinical experience, including a minimum of one year in a primary care setting/environment. Special Qualifications: Required to be able to successfully complete established competencies for the position within designated probationary period. Effective communication skills: both oral and written. Computer skills needed. Ability to work with others within a team to ensure quality patient care. S/He should have strong problem-solving skills. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form

SUPERVISES:

RW Department LPNs/ Medical Assistant/ Program Navigator

RESPONSIBILITIES:

1. Complete initial assessment of patient according to department Policies and Procedures and documents appropriately.
2. Responsible for all logistics and daily operations related to the HIV/STI Prevention and Linkage to Care Programs, including staff and clinics.
3. Collaboration with professional and community groups to develop goals and interventions to increase access to HIV/STI testing and treatment
4. Provides HIV related and HIV/ STI prevention related care coordination.
5. Works in clinics as needed providing STI testing, STI sample collection, and education to clients regarding

sexual health

6. Performs duties in accordance with standing medical orders and program protocols.
7. Responsible for monitoring compliance with program contracts, monitors budgets, expenditures, and billing processes of assigned program.
8. Completes reports required by contractors in a timely manner.
9. Assessing community needs, assists with development of program objectives, and evaluates outcomes.
10. Quality assurance standards for testing equipment and supplies
11. Provides direct supervision of staff.
12. Completes age-specific assessments: Neonate/Infant and Toddler - Accurately obtains head circumference, weight, height, vital signs; Neonate/Infant Toddler, Preschooler, School Age and Adolescent - Accurately obtains weight, height, vital signs.
13. Accurately completes a developmental assessment.
14. Neonate/Infant, Toddler, Preschooler - Accurately assesses immunizations are up to date.
15. Adolescent, Adult, Geriatric - Accurately assesses functional, nutritional, physical/psychosocial status, educational and discharge needs.
16. Reassesses patient according to department guidelines and documents appropriately.
17. Applies the nursing process to each patient and implements nursing actions.
18. Follows plan of care for each patient.
19. Continuously monitors patient for physical and psychosocial needs and alternates plan of care if changes are needed.
20. Correctly administers medications by all routes; Neonates/Infants; Toddler/Preschooler; School Age; Adolescent/Adult; and Geriatrics.
21. Appropriately documents administration of medication and patient's response to medication.
22. Receives provider's orders, records and assures completion.
23. Assist provider with exams, as necessary.
24. Recognizes emergency situations and responds appropriately.
25. Provides patient and/or family, significant teaching as opportunities arise or as need is identified.
26. Neonate/Infant - teaching done with parents/guardian.
27. Toddler-teach with lay and simple, concrete verbal explanations.
28. Preschool-teach with the use of role playing, toys, etc. and gives simple, concrete explanations.
29. School age/Adolescent-explains care procedures using correct terminology; supplements explanation with reasons why.
30. Adults explain procedures using correct terminology and the notifying patient's about their responsibilities.
31. Geriatric-explains care procedures using correct terminology: adapts to physical limitations (visual or hearing changes).
32. Ability to educate and relay information to patients in a clear and concise manner.
33. Assess, implement, and evaluate patient education, paying particular attention to identified learner needs, barriers, and preferences.
34. Develop a plan for education together with the patient by incorporating the principles of self-management, by determining priorities, and by setting goals that are reachable and realistic.
35. Investigate alternative methods of patient education that are suitable for different learner needs and preferences, such as interactive Q & A, audiovisual materials, computer-assisted instruction, cooperative learning (group education formats), displays and bulletin boards, demonstration/return demonstration, role play, and patient-directed education.
36. Target specific groups served by the clinic – the disadvantaged, the elderly, minority groups, children, teens, pregnant women, etc. – and design needs-based programs for education.
37. Develop, evaluate, maintain and promote the use of effective patient education materials in the clinic and the community at large.
38. Develop and prepare content and a schedule of conferences and in-services to convey theory and methods of patient education to resident physician, faculty and staff.
39. Organize and participates in community activities, such as health fairs, department outreach, etc.

40. Develop a patient education curriculum for an array of chronic diseases that have a significant nutritional component.
41. Responsible for completion of all patient care assignments by end of shift while maintaining quality standards
42. Develop and maintains approved policies and procedures for patient education and helps ensure compliance with all federal, state and local regulatory bodies.
43. Utilize appropriate resources to accommodate age, education, cultural and communication barriers.
44. Initiates multi-disciplinary referrals as needed and does appropriate follow-up.
45. Assures informed consent is obtained.
46. Respects privacy of patient.
47. Attends general orientation.
48. Identifies unsafe conditions and intervenes in a timely manner.
49. Responds to all emergency codes and drills and completes appropriate paperwork.
50. Follows Standard precautions by utilizing appropriate Personal Protective Equipment.
51. Demonstrates knowledge of Policies and Procedures for the 7 Environment of Care Plans: (1) Safety and Security; (2) Hazardous Material and Waste; (3) Fire Safety; (4) Medical Equipment; (5) Utilities; (6) Other Physical Environment; and (7) Emergency Management.
52. Enforces environment of Care policies (smoking, hand washing, trash disposal, etc.).
53. Completes all required referral paperwork.
54. Gives complete report when referring patient.
55. Arranges for post discharge needs (home health, DME, appointments, etc.).
56. Coordinates and prioritizes patient activities across all departments.
57. Appropriately delegates care duties to Medical Assistant.
58. Maintains open communication with all team members.
59. Maintains adaptability, supports team work and resolves problems.
60. Reads written communication provided on unit (meeting minutes, memos).
61. Follows chain of command with problems and suggestions.
62. Accepts additional assignments willingly; and assists others as required to meet quality service and productivity expectations.
63. Organize and participates in community activities, such as health fairs, school projects, etc.
64. Develop a patient education curriculum for an array of chronic diseases that have a significant nutritional component.
65. Develop and maintains approved policies and procedures for patient education and helps ensure compliance with all federal, state and local regulatory bodies.
66. Utilize appropriate resources to accommodate age, education, cultural and communication barriers.
67. Initiates multi-disciplinary referrals as needed and does appropriate follow-up.
68. Maintains appropriate documentation of all task
69. Educating clients regarding HIV, STIs, and other disease processes.
70. Communicates with RW Care Team on No show appointments daily in order to maintain connection to care.
71. In conjunction with the Program Director will perform intake interviews of new HIV positive clients for the RW program.
72. Will participate in Patient Case conferences.
73. Will assist Program Director and/ or RW Clinical Director as needed with CQI issues.
74. Will attend RW departmental meetings.
75. Responsible for communication and referrals to outside Aids Service Organizations
76. Responsible for Rapid testing and counseling on site.
77. Maintains rosters and documentation of (HRSA) minimal required standards of care for all HIV clients.
78. Works closely assisting the RW medical providers during the routine medical appointment visit.
79. All other duties as assigned.

APPLICATION PROCEDURE

Please submit a completed employment application found at www.caresouth.org/jobs or the HR office, resume, and credentials via email to jobs@caresouth.org or deliver to the HR office. CareSouth is an EOE.

CLOSING: February 8, 2019 or until filled.