

JOB DESCRIPTION #17.8

TITLE: Ancillary Support Professional

FUNCTIONAL TITLE: Dispensing Nurse

REPORTS TO: Clinical Nurse Specialist

BASIC FUNCTIONS: The Dispensing Nurse is responsible for providing methadone dispensing and basic nursing intervention services.

SCOPE: The nursing staff ensures that all medications are dispensed in a safe environment and in compliance with all local, state and federal regulations.

QUALIFICATIONS:

- Current Massachusetts license
- Maturity – the ability to develop and maintain good interpersonal relationships
- Valid Driver’s license, ability to drive and means of transportation
- Travel to other cities and towns may be required

SCHEDULE: This may be a full time or part time position with hours to be determined by the needs of the program.

RESPONSIBILITIES/OBJECTIVES:

- Administer methadone doses according to a doctor’s instructions and in compliance with applicable regulations.
- Record client information, generates reports and dispenses methadone using computerized system.
- Ongoing physical, emotional and chemical assessment and evaluation of clients.
- Provide health education to clients.
- Order necessary medical supplies.
- Generate statistics and profiles on clients.
- Provide emergency first aid to clients.
- Assess the client’s ability to follow through with treatment plan.
- Document clearly and completely services provided, the patient’s response and any changes noted.
- Refer clients to other team members when patient needs are beyond the scope of practical nursing practice.
- Maintain knowledge of and compliance with applicable federal and state regulations and laws, as well as company policies and procedures regarding methadone dispensing and narcotic treatment.

- Recommend and utilize community resources.
- All other duties assigned by the supervisor, his/her superior or the designee of either party.

EXPECTATIONS:

- To carry out all responsibilities professionally and effectively.
- To treat all individuals with dignity and respect.
- To have a commitment to assist individuals and families at risk.
- To work in harmony with other Seven Hills Behavioral Health staff.
- To work in harmony with Seven Hills Foundation.

PHYSICAL REQUIREMENTS: Must be able to sit for extended periods of time. Must be able to lift 10-15lbs on occasion.

STATUS: Non-Exempt

STATE CONTRACT CROSS REFERENCE TITLE: N/A

I have read and understand my job description.

Employee

Date

Employee Printed Name

Supervisor

Date