



BOB RILEY
GOVERNOR

State of Alabama
DEPARTMENT OF MENTAL HEALTH
AND MENTAL RETARDATION
ALICE M. KIDD NURSING FACILITY
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JOHN HOUSTON
COMMISSIONER

NEDRA MONCRIEF-CRAIG, N.H.A.
FACILITY DIRECTOR

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION
AN EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: Registered Nurse II
Head Nurse, Staff Development and
Employee Health Nurse

NUMBER: 0826

JOB CODE: N3500

DATE: April 21, 2008

JOB LOCATION: Alice M. Kidd Nursing Facility
Tuscaloosa, Alabama

POSITION NO.: 8802000

SALARY RANGE: 76 (\$48,424.80 - \$63,468.00 Annually
(Plus \$2.00 per Hour Shift Differential for Evening & Night Work)

QUALIFICATIONS: Graduation from an accredited school of nursing and three (3) years experience as RN or graduation from an accredited four-year college or university with a degree in Nursing and two (2) years experience as a RN.

SPECIAL REQUIREMENTS: Possession of a certificate to practice nursing as issued by the Alabama Board of Nursing.

KIND OF WORK: This is a professional nursing position at a state mental health facility specializing in the care and treatment elderly mentally ill patients. A registered nurse in this position directs/supervise staff in the delivery of resident care using oral and written instructions per facility policy and procedures in order to assure that staff is interacting with geriatric residents in a positive, safe and effective manner. Demonstrates proficiency in management of medication in accordance with policy and procedures, in order for the resident's optimal health and safety is ensured. Attends meetings in order to upgrade training, retain licensure, exchange information regarding resident care and/or facility policies. Communicate/exchanges information concerning geriatric residents with other disciplines. Participates in Performances Improvement/Quality Assurance activities and submits monthly/quarterly reports to the PI Director, Facility Director/NHA, DON, and ADON. Develops lists of Alice M. Kidd NF employees each month who are due for annual Physical Evaluation for following month as outlined in Alice M. Kidd Policy Manual and under the supervision of the Medical Director. Record all complete Physical Examinations forms on printout, to be place in facility computer. Record results of TB skin testing on employees in individual files, to be placed in facility computer. Administer vaccines as requested by employees and ordered by Medical Director. Compiles reports on Employee Health issues each quarter to include employee injuries, numbers of new employees, number of TB skin tests and vaccines given and any training employees received on safety issues. Submits and reports monthly and quarterly PI reports to PI Director, Facility Director, DON, and ADON. Train/teaches staff on facility policy and procedures using oral and written instructions in order to ensure optimal level of job performances, and to improve the resident's self-help skills and self-reliance. Performs in-services with staff to ensure continuation of education and communication is current. **In-service Education/Staff Development:** (a) Develop a Monthly In-service Calendar based on QI monitoring, performing appraisals, and surveys. (b) Coordinate with other department heads for the provision of in-services. (c) Research, develops, and presents topics pertinent to geriatric nursing care provided at Alice M. Kidd NF. **In-service Education/Staff Development:** (a) provide 30 minutes to one (1) hour of in-service each month on all three (3) shifts. (b) Provide orientation to all Alice M. Kidd NF new and transferring employees. (c) Facilitate clinical

orientation for MHW's and CORE curriculum in preparation for certification exam for nurse aide. (d) Maintain records of MHW's passing certification exam for nurse aide. (e) Maintain records of in-service attendance on employees at Alice M. Kidd NF. (f) Submit weekly/monthly reports to the Facility Director and DON in a timely manner. **In-service Education/Staff Development:** (a) Assist the Social Workers in developing educational classes for families. (b) Assist the Department Directors with competency verification plans. (c) Ensure evaluation of all staff training programs. (d) Maintain complete educational documentation and monitor the completion of employee training files. **In-service Education/Staff Development:** (a) Represent the Facility by participating in Department of Mental Health and Illness Staff Development committee meetings. (b) Develop and teach classes as required. (c) Report all in-services/training in monthly/quarterly PI Meetings and submit reports to the PI Director. **OTHER RELATED DUTIES:** (1) In times of manpower needs, will assume a direct resident care load. (2) Other duties as assigned per Facility Director/NHA, DON, and ADON.

REQUIRED KNOWLEDGES, SKILLS, and ABILITIES: Ability to communicate effectively orally and in writing. Knowledge, skills and ability to recognize medical and psychiatric emergencies. Ability to interact with various types of people; patients, peers, subordinated, supervisors, public, ect., in delicate, frustrating or tense situations. Self-controlled sufficiently to act independently, to take charge, to take moderate risks in situations not covered by existing procedure. Ability to provide patient care utilizing nursing process, standards of care and nursing plans of care. Ability to supervise to include the ability to delegate, instruct, discipline, commend, and interview as needed to evaluate staff performance, ensure completion of tasks as scheduled, assigned work load, address complaints and orient new employees. Ability to make decisions as needed, evaluate effectiveness of treatment/training program and establish priorities. Ability to operate medical equipment. Ability to provide education to patients. Ability to combine information for various sources to produce new ideas or solutions.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their job related training, abilities, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as above mentioned. All relevant information is subject to verification. Drug screening is required. Security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.

HOW TO APPLY: Use an "Application For Professional Employment" (Exempt Classification) which may be obtained from this office. Applications should be returned to the Bryce Hospital, Personnel Department, 200 University Boulevard, Tuscaloosa, Alabama 35401 by **UNTIL FILLED** in order to be considered for this position. Indicate your Alabama nursing licensure number on your application as directed. Current nursing licensure must be presented for inspection at time of interview. **An official copy of your academic transcript from the university or college from which you received your nursing degree is required and must be forwarded by the college or university to the personnel department at the above address.**

"Only work experience detailed on the application form will be considered. Additional sheets if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application."