



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
MDS Coordinator/Staff Nurse
NUMBER: 985

JOB CODE: N3500
DATE: April 13, 2007

JOB LOCATION: Alice M. Kidd Nursing Facility
Tuscaloosa, Alabama
POSITION NO.: 8801970

SALARY RANGE: 76 (\$46,788.00 - \$61,322.40 Annually)

QUALIFICATIONS: Graduation from an accredited school of nursing and three (3) years experience as a Registered Nurse or graduation from an accredited four-year college or university with a degree in Nursing and at least 13 months experience as a registered nurse.

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 illness hospital. Duties and responsibilities includes the following: Completes RAI for assigned residents group within specified time/frame. Liaison with RAI software vendor for updates and problems solving issues. Coordinates/assist with the development of the plan on care and the Treatment Planning Conference (TPC). Coordinates with the Head Nurse and other treatment team members to ensure communication, accurate assessments and implementations of resident care needs for assigned group of residents. Responsible for transmissions of RAI batches to DCL per time frames established by CMS. Ensures validation. Takes corrective action for errors and/or rejected batches. Resolves transmission errors. Maintains updated information provided by DLC regarding RAI and communications such to staff. Ensures resident Discharge Tracking and reentry tracking transmissions occur in the specified time frames. Backs up resident database at specified intervals and Ensure security of data. Trains other nurses in use of computerized RAI and implementation time frames as necessary. Ensures resident confidentiality and security. Ensures the Resident Census and Conditions and Roster/Sample Matrix are current. Responsible for the formation on Nursing Service Procedures regarding RAI computerization. Policies will include protection of resident confidentiality regarding computer files, floppy disks and backup files. Directs/Supervises 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 procedure so that 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. Communicates/exchanges information concerning geriatric residents with other disciplines. Participates in Performance Improvement/Quality Assurance activities and submits monthly/quarterly reports to the PI Director, Facility Director/NHA, DON, and ADON. Trains/teaches staff on facility policy and procedures using oral and written instructions in order to ensure optimal level of job performance, 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. Other related duties to include: In times of manpower needs, will assume a direct resident care load. Other duties as assigned per Facility Director/NHA, DON, and ADON. Participates in routine safety surveillance, fire and disaster activities, and other activities scheduled for the residents.

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 plan 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."