

**FAIRVIEW RECOVERY SERVICES, INC.**  
Michele Napolitano, MEd, CRC, CASAC  
Executive Director

FAIRVIEW COMMUNITY RESIDENCE  
MERRICK COMMUNITY RESIDENCE  
SUPPORTIVE LIVING  
CAREER CHOICES UNLIMITED

ADDICTIONS CRISIS CENTER

5 Merrick Street  
Binghamton, NY 13904  
Phone: (607) 722-8987  
Fax: (607) 722-6767

247 Court Street  
Binghamton, NY 13901  
Phone: (607) 722-4080  
Fax: (607) 723-1858

***OVERVIEW OF RN/LPN DUTIES***  
**PRIMARY CARE UNIT**

1. Secure all important medical information during the transfer from the previous shift.
2. Pull medications for shift.
  - a. Please check RX bottle against MAR for accuracy.
  - b. Call refills into pharmacy if necessary.

***IMPORTANT:***

- *No medications are to be given, if client has not been compliant with medications in the last 30 days. For example: Too many or not enough pills in the bottle or an outdated prescription. The nurse on duty needs approval from the prescribing doctor to obtain any needed medications.*
- *No narcotic to be given to the clients. If there is a question, check with the on-call Supervisor or Detox Unit at Binghamton General Hospital.*

3. Read all PCU Chart progress notes.
4. Prepare transfer sheet for your shift.
5. Obtain vital signs from clients.
  - Once a shift for the first 72 hours.
  - Once a day and PRN thereafter.
  - Please check admission dates as some clients are moved to the Extended Care Unit early.
  - Vitals should be done within the first 2 hours of the shift.
6. There is an Hourly Checklist Sheet to be completed for the first 72 hours. This is to ensure continuous observation.
7. Progress notes for Primary Care clients are the responsibility of medical staff and are to be charted for each shift.
8. Intakes on clients are to be completed by medical staff. Please fill in each answer with current data from each intake. Do NOT copy a prior intake.

9. State forms are to be completed in **PENCIL** during the intake and initialed by the nurse. Information is then charted on the PCU activity sheet.

The **PRIMARY FUNCTIONS** of the Nursing Staff are to monitor and assess clients for: **SIGNS AND SYMPTOMS OF WITHDRAWAL, ILLNESS, INFECTION AND CHANGES IN MENTAL STATUS**. The majority of clients are non-compliant with medications, neglect their health, mental health, and hygiene needs.

Any client who is under the influence of alcohol or drugs is to **REMAIN** in the PCU bed area. Staff nurses are responsible for:

1. **Continuous monitoring and assisting intoxicated clients with showering and ambulating to bed.**
2. **Under no circumstances, are intoxicated or high clients to be in any other part of the facility EXCEPT the PCU area.**
3. **The client must be accompanied by a staff person when she/he wants to smoke or when they request food or beverage from the PCU kitchen.**
4. **An intoxicated client is not to use any agency phone or sign any kind of releases while under the influence. This is a mandatory state regulation—there are NO exceptions.**
5. **The SAFETY and WELL-BEING of clients under the influence are the main responsibilities of the medical staff.**

***OTHER NURSING DUTIES INCLUDE, BUT ARE NOT LIMITED TO:***

1. *Referring clients to CPEP or the emergency room for evaluation;*
2. *Sending clients to the Lourdes Walk-In Clinic;*
3. *Setting up needed Doctor's appointments;*
4. *Obtaining medications;*
5. *Evaluating and dressing wounds;*
6. *Monitoring and assisting intoxicated clients with showering and ambulating to bed.*