



# TOTAL CARE SERVICES, INC.

*Helping Others Meet Life's Challenges*

**Position:** Registered Nurse Consultant

**Reports To:** Program Manager, Comprehensive Case Management & Supports Planning

**Work Schedule:** Contract Assignments as needed (Office Hours: Monday – Friday, 8:00am- 5:00pm)

**Status:** \_\_\_ Full-time                      \_\_\_ Part-time                       X  Consultant/Contract  
                 \_\_\_ Exempt                              \_\_\_ Non-exempt

## SCOPE OF POSITION:

The Registered Nurse Consultant is a licensed Registered Nurse in the state of Maryland with experience in psychiatric nursing, intellectual and/or developmental disabilities and substance use disorders. The Registered Nurse Consultant will also have knowledge of resources available for participants with complex medical and/or behavioral health needs, older adults and/or adults, children, and youth with disabilities, including private, public, non-profit, local, regional, and national entities. This position is ideal for a candidate who would like the flexibility to work remotely as well as in the community with the knowledge and experience to function independently in a quality assurance and advisory capacity. If you are looking for an opportunity to use both considerable clinical experience and highly developed research and critical thinking skills, this job may be perfect for you.

## ESSENTIAL JOB FUNCTION AND RESPONSIBILITIES:

- Review medically complex cases or cases requiring crisis intervention to ensure supports are clinically appropriate, and conduct home or site visits if concerns arise and/or as needed.
- Review POS and POC as needed for health and welfare concerns and act as a clinical support professional for TCS' Comprehensive Case Management and Supports Planning Services (CCMSPS) program.
- Provides clinical review of complaints, reportable events and other inquiries by analysis of clinical documentation as requested. Prepares written report of findings.
- Review other providers' progress notes and advise supports planners as needed on the complex medical and/or behavioral health needs of applicants/participants.
- Required to stay abreast of changes to regulations and guidance from the Maryland Department of Health and incorporate into plan of service review and training.
- Provide consultation to develop internal training programs, incorporating current regulations and organizational needs into curriculum and conducting trainings as needed.
- Collaborates with the Program Manager, the Compliance Manager, and Medical Records department to ensure regulations are followed on assignments.
- Consult throughout audit inquiries from Maryland Department of Health as requested.
- Attend and participate in meetings as required by Executive Director, Program Manager of CCMSPS, Local Health Department(s), Area Agencies on Aging, Maryland Department of Health, and other Providers.
- Available for consultation involving medically, behaviorally or otherwise clinically complex situations, such as navigating hospital admissions, crisis response, transitions, etc.
- Be able and willing to respond 24/7 to provide support to staff responding to crisis situations and to ensure regulatory and reporting requirements are met.

## COMPLIANCE:

- Assures regulatory compliance with state and federal regulations when completing assignments.
- Accurately interprets complex state and federal laws, regulations, and rules related to Medicaid and the Office of Long Term Services and Supports during review activities.
- This position performs complex assessment and analysis of policies and procedures and clinical case files to determine compliance with Maryland Medicaid contracts and state and federal regulations.



# TOTAL CARE SERVICES, INC.

*Helping Others Meet Life's Challenges*

## **DECISION-MAKING:**

- Make ethical decisions which comply with TCS Code of Conduct, State and Federal regulations and adhere to all requirements and updates.
- Objectively define problems, collect data, establish facts, and draw valid conclusions.
- Exhibit independent judgment in the development, implementation and evaluation of plans, procedures, and policies.
- Refrain from personal and professional activities which may result in a Conflict of Interest and/or negatively impact the organization.
- Ensure that any files and information shared digitally are shared in a manner that is secure and compliant with HIPAA guidelines.
- Obtain proper disclosures and authorizations prior to sharing information internally or externally.

## **COMMUNICATION:**

- Communicate effectively orally, both in remote and in-person settings, and in writing with internal and external stakeholders including but not limited to Maryland state and local health departments, program participants, family members, caregivers and/or other interested parties within specified timeframes.
- Highly proficient in the English language with excellent written, verbal, and interpersonal communication and presentation skills.
- Demonstrate ability use communication skills to establish and maintain effective, professional working relationships with managers, coworkers, medical professionals and program stakeholders.
- Ability to relay complex clinical information in writing and orally with various internal and external stakeholders.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Demonstrate thorough understanding of Maryland regulatory agencies' policies and regulations; apply state policies and regulations to programs and monitor and review for program adherence.
- Knowledge of resources available for participants with complex medical and/or behavioral health needs, older adults and/or adults, children, and youth with disabilities, including private, public, non-profit, local, regional, and national entities.
- Highly organized with the ability to multi-task, prioritize work, and meet deadlines while producing quality results with attention to detail.
- Proficient in using Microsoft Office, working in collaborative, HIPAA-compliant virtual spaces with the ability to learn new technologies.
- Working knowledge of LTSS *Maryland* or experience using Medicaid billing systems preferred
- Apply best practice decisions to individual cases requiring intervention and/or active treatment planning.
- Ability to read, analyze, and interpret various psychosocial, clinical and health-related assessments, reports and records.
- Ability to write reports and business correspondence, and ability to consult on development of policy and procedure manuals as requested.

## **QUALIFICATIONS:**

- Active MD State RN license is required.
- A minimum of 2 years' experience in psychiatric nursing, intellectual and/or developmental disabilities and substance use disorders.
- Must be knowledgeable of nursing & medical practices and procedures, as well as laws, regulations and guidelines that pertain to participants with complex medical and/or behavioral health needs, older adults and/or adults, children, and youth with disabilities.
- Preferred experience working with clinical records, documentation, billing, and auditing.
- Must be able to pass a Criminal Background check that is acceptable in accordance with state law.
- Must be a US citizen or alien who is lawfully authorized to work in the US.



# TOTAL CARE SERVICES, INC.

*Helping Others Meet Life's Challenges*

- Must have a current driver's license and reliable transportation with proof of valid insurance as required by state law.
- Must be flexible, able to work from home and/or community.
- Must be responsible, reliable, accountable, and able to work independently and within a team structure.

**SIGNATURE BLOCK:**

This document describes the essential functions and qualifications for the position. Your signature indicates that you have read the position description and understand the essential functions and qualifications of the position.

\_\_\_\_\_  
Name (**Print**)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (**Signature**)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Direct Supervisor (**Signature**)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director (**Signature**)

\_\_\_\_\_  
Date