GEORGIA NURSES ASSOCIATION
PEER ASSISTANCE PROGRAM

CASE MANAGER’S JOB DESCRIPTION

I. DEFINITION

A Georgia Nurses Association Peer Assistance Program (GNA-PAP) Case Manager is the contact person for the Georgia Nurses Association Peer Assistance Program, Facilitators, and Nurse Participants. Case Manager is a current member of the Georgia Nurses Association (GNA) and is directly responsible to the State Committee for the conduct of the program.

II. GENERAL

The GNA Peer Assistance Program Case Manager will provide the following services:

- Serve as a resource for education and as a consultant for the program development.

- Support the role of the GNA Peer Assistance Program Facilitators for the Nurse Participant through education, drug screening interventions, and follow-up.

- Maintain the integrity of the Affinity drug screening program through monitoring, scheduling, and reporting results to the Nurse Participant, Facilitator and, when appropriate, the Georgia Board of Nursing and the Nurse’s employer.

- Screen and admit all new participants for appropriate placement in peer support groups or Monitoring Only services. Complete intake process in Affinity and send all new participants a copy of the “Affinity User Guidelines” and the “GNA Participant Package.”

- Discharge participants in the Affinity system according to program guidelines.

- Represent them as a GNA Peer Assistance Program Case Manager and refrain from supporting or endorsing any community treatment program.

- Collaborate with representatives of the State Attorney General’s Office and the Georgia Board of Nursing and Georgia Nurses Association.
II. JOB QUALIFICATIONS

A GNA Peer Assistance Program Case Manager must be a Registered Nurse and have or obtain knowledge and understanding of addiction as a disease. The Case Manager must have an interest and concern for the impaired nurse through the recovery and re-entry process. He/she must be willing to be oriented to the GNA Peer Assistance Program Facilitator’s training manual, participate in the GNA Peer Assistance Program meetings, and teleconference calls. If the Case Manager is in recovery, there must be a minimum of two years of healthy recovery. The Peer Assistance Program Case Manager must not have a current consent order. Case Managers may be retired from nursing, but licensure must be in good standing.

III. SPECIFIC

As they relate to the nurse:

- Provide information and referral to appropriate resources
- Provide support through networking and a peer support system within the community
- Adhere to the GNA Peer Assistance Program guidelines
- Provide or facilitate appropriate referrals and community based services

As they relate to the community:

- Serves as educational resource concerning substance abuse disorders and the Georgia Nurses Association Peer Assistance Program
- Identify, assess, and develop an appropriate referral resource network

As they relate to monitoring compliance:

- Monitor, report and communicate Nurse Participant’s Affinity drug screens
- Document Affinity abnormal or positive drug screens in case notes, when indicated, within 48-72 hours of Affinity alerts or notifications to the Georgia Board Of Nursing
- Notify participants of any late program fees (see guidelines)
I acknowledge that I have read, understand, and agreed to adhere to the above-stated Case Manager's Responsibilities

Signature ____________________________________ Date ___________________