



## JOB DESCRIPTION

This job description is a record of the essential functions, expectations, working conditions, and physical and sensory requirements. It provides to the employee, supervisor, Human Resources, applicants, and others a clear understanding of the job, where it fits in the organization, the minimum qualifications and requirements. Jobs are always changing to some degree, and the existence of the approved job description is not intended to limit normal change and growth.

Job Title: Psychiatric Nurse Practitioner Department: Medical Services

Reports to: Director of Medical Services FLSA Status: Exempt

Date: 01/01/2005 Revised Date: 02/01/2007

### JOB SUMMARY:

The Psychiatric Nurse Practitioner provides medical care to all age groups in accordance with the State of Washington Department of Licensing and professional scope of practice. In addition, the Nurse provides diagnostic and therapeutic psychiatric services to CHC patients, while making reasonable and sound Psychological/psychiatric assessments and treatment plans.

### MINIMUM QUALIFICATIONS:

#### Skills & Abilities

- Reads, speaks, understands and writes proficiently in English.
- Works independently and is self-directed.
- Ability to work in a team environment.
- Organizes, prioritizes, and coordinates multiple activities and tasks.
- Works with high initiative, energy and effectiveness in a fast-paced environment.
- Remains calm and effective in high pressure and emergency situations.
- Problem-solves with creativity and ingenuity.
- [Proficiency in the use of Microsoft Office applications; Word, Excel and Outlook.](#)

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#### Preferred:

- Bilingual language skills.
- Solid clinical procedural skills.

#### Education

- Graduate of an accredited School of Nursing.
- Successful completion of an accredited Advanced Registered Nurse Practitioner (ARNP) program with emphasis in psychiatric care (Nurse Practitioner Certificate or Master's Degree).

#### Preferred:

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#### Experience

- Not less than a 0.5 Full Time Equivalent (FTE) of patient care within field of training within the past year.
- [Computer proficiency, which includes intermediate \(3-4 years\) knowledge and experience with Microsoft Office applications; Word, Excel, Outlook etc.](#)

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#### Preferred:

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- Two (2) years of experience as a practicing Nurse Practitioner in a clinical setting.
- Experience working with low income, multi-ethnic populations.
- Experience working with electronic medical records (EMR).

**Credentials**

- Current Washington State Advanced Registered Nurse Practitioner (ARNP) license with prescriptive privileges.
- Valid DEA Controlled Substance Registration Certification.
- Maintenance of required CME credits.
- Current American Nurses Association (ANA) certification.
- Basic Life Support for Healthcare Providers (CPR/AED). Certification must be obtained within ninety (90) days of employment.
- [Successful completion of CHC's credentialing and privileging review upon hire and recredentialing as appropriate.](#)
- [Successfully completes CHC credentialing and privileging review upon hire and maintains professional credentials and privileges throughout employment.](#)

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**Preferred:**

- Member of the American Psychiatric Nurses Association (APNA) or American Nurses Association (ANA).

**Other**

- Valid Washington State Driver's License and proof of auto insurance.

**ESSENTIAL FUNCTIONS / PERFORMANCE EXPECTATIONS:**

The essential functions and performance expectations described here are representative of those an employee encounters while performing the basic functions of this job. An employee may be required to perform other functions as assigned, which are not listed. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform these essential functions and performance expectations.

**I. General Functions/Performance Expectations**

**A. Attendance/Time Management:**

1. Follows CHC's policies and procedures: attendance and punctuality standards, hours worked and timekeeping, time off and leaves of absence. Uses accrued time off hours appropriately.
2. Manages, plans and adjusts work time to effectively meet work responsibilities and objectives.
3. Attends required meetings, in-services, etc.

**B. Customer Service:**

1. Adheres to CHC's customer service standards.
2. Dresses appropriately for respective position; dress and appearance reflects positively on the individual and CHC. Nametag is visibly worn above the waist at all times.
3. Demonstrates professional interactions with internal and external customers. Establishes and maintains effective working relationships with individuals of various cultural, ethnic and socioeconomic backgrounds. Represents CHC positively to the Community.

**C. Teamwork and Communication:**

1. Understands how job interrelates with other positions and departments within CHC. Coordinates activities appropriately and effectively with other individuals, departments and outside agencies.
2. Communicates verbally and in writing in a clear, concise and appropriate manner.
3. Keeps immediate supervisor, and other staff accurately informed as appropriate. Seeks assistance, guidance and counsel from supervisor and/or coworkers as needed.

<b>D. Quantity and Quality of Work:</b>
1. Generates work in quantities sufficient to meet the needs and expectations of the position.
2. Produces accurate, clear, neat, and concise work.

<b>E. Health &amp; Safety:</b>
1. Complies with CHC's health and safety programs, policies and procedures.
2. Performs work in a safe manner while on CHC premises or company business off-site. Notifies supervisor of any incidents, accidents or safety issues and completes paperwork in a timely manner.

<b>F. Attitude and Professionalism:</b>
1. Maintains positive, constructive, collaborative, cooperative and professional working relationships with coworkers.
2. Sustains a cooperative, helpful, respectful and professional working relationship with supervisor.
3. Keeps behaviors, communications and other outward expressions regarding CHC in a positive manner.

<b>G. Self Development:</b>
1. Attends mandatory and elective training courses (internal or external), according to CHC standards.
2. Obtains continuing education (CE) credit hours to maintain any professional credentials or association memberships. Seeks out additional educational opportunities to continuously improve skills, education and knowledge.

<b>H. General:</b>
1. Functions in accordance with and in support of CHC's mission, vision, values, policies and procedures.
2. Handles confidential information and materials appropriately and maintains a secure work area.
3. Performs other duties as assigned.

## II. Job Specific Functions/Performance Expectations

<b>A. Job Specific Functions/Performance:</b>
1. Provides psychiatric care, including assessment, testing, medication prescribing and monitoring all age groups in accordance with the State of Washington Department of Licensing and professional scope of practice.
2. Provides support and assistance on psychiatric issues to primary care providers (PCP) and Behavioral Health Specialists (BHS) and their patients. Makes recommendations relative to psychiatric strategies and medications, and conducts follow-up consultations to reinforce psychiatric interventions.
3. Supports the efforts of the BHS staff to assess and triage patients for levels of psychological functioning and risk, determines need for referral to Psychiatrist or another agency, and assists with psychological diagnosis and management.
4. Performs follow-up psychiatric behavioral health consultations by performing psychiatric assessments, recording findings in patient charts, developing behavioral care plans with PCPs, assisting patients with compliance with planned interventions and medications, maintaining patient stability/preventing relapses, assisting patients with difficult conditions, procedures or lifestyle changes, and assisting in managing disability issues.
5. Conducts group classes to promote skills-building and education, provide disease information, propose interventions, offer assistance in coping with side effects, and address negative beliefs about interventions.
6. Serves as liaison to community specialty behavioral health providers by identifying beneficial community resources and making referrals, educating patients about external resources, and serving as liaison with those providers to assure effective communication. Advocates for CHC patients with outside agencies when they are require services beyond the scope of CHC.
7. Identifies special needs of CHC patients and works with staff to address those needs.

- 8. Participates in Quality Improvement and Utilization Management programs and activities.
- 9. Documents encounters in an accurate and timely manner.

**WORKING CONDITIONS AND ENVIRONMENT:**

The working conditions and environment described here are representative of those an employee encounters while performing the basic functions of this job. An employee may be exposed to other working conditions and/or environment which are not listed. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions and performance expectations of this job.

- 1. Employee generally works within the interior of a healthcare clinic/office environment. Employee may travel locally between multiple worksites and be responsible for own transportation. Out of area travel may be required on occasion. Hours of operations and specific staff scheduling may vary between worksite based on operational need.
- 2. The general environment is clean with a comfortable temperature and moderate noise level. Employee may be required to use computers and other office equipment and participate in communication through typing, reading, writing, telephones etc.
- 3. Employee is subject to contact with patients under all conditions and circumstances, e.g., illness, emotional duress and hostility. Other work activities involve contact with staff members, the general public and government representatives under all conditions and circumstances.

**PHYSICAL AND SENSORY REQUIREMENTS:**

Physical and Sensory Requirements	Level of Physical Effort Normally Required for This Job			
	Never	<20% of time Occasionally	20 – 80% Frequently	>80% of time Constantly
1. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.				X
2. Specific auditory abilities required by the job include the ability to hear and speak effectively and to function adequately to ensure the requirements of job are met.				X
3. Sedentary (continuous sitting).			X	
4. Light Work (reaching, walking, standing, kneeling, crouching, bending, squatting, stooping, balancing, and pushing, pulling, lifting, and carrying < 15 pounds). May include the occasional use of small hand tools, simple grasping and climbing (step-ladder).			X	
5. Moderate Work (reaching, walking, standing, kneeling, crouching, bending, squatting, stooping, balancing, and pushing, pulling, lifting, and carrying 15-30 pounds). May include the			X	

prolonged use of small hand tools, firm grasping and climbing (ladders).				
6. Moderately Heavy Work (reaching, walking, standing, kneeling, crouching, bending, squatting, stooping, balancing, and pushing, pulling, lifting, loading and carrying 31-50 pounds. May include the occasional ability to move >50 pounds and climbing (ladders).		X		
7. Heavy/Hard Work with above average strength and stamina (reaching, walking, standing, kneeling, crouching, bending, squatting, stooping, balancing, and pushing, pulling, lifting, loading and carrying >50 pounds. May include constant exertion in repetitive motion of heavy materials and climbing (ladders).	X			

**OSHA CATEGORY:**

Employee may be exposed to infectious waste, blood, body fluids, communicable/infectious diseases, air contaminants (including tobacco smoke), and hazardous chemicals. CHC will provide to the employee instructions on how to prevent and control such exposures. The employee may be exposed to the Hepatitis B Virus and that the company will make available, free of charge, the hepatitis B vaccination.

**ACKNOWLEDGEMENT:**

I have read this job description and fully understand the requirements and expectations set forth therein. I hereby accept the Job of Psychiatric Nurse Practitioner and agree to perform the identified essential functions and expectations in a safe manner and in accordance with CHC's established procedures.

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Name of Employee (Print)

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date