



JOB DESCRIPTION

JOB TITLE: Psychiatric Nurse

Closing Date: December 2, 2019, or until filled

Apply: jobs@schc.net, please state which job you are applying for

Contact: Kelsie Thompson 385-955-6539

GENERAL SUMMARY OF DUTIES: Responsible for providing care to patients in the clinic following established clinical standards and practices. The Psychiatric Nurse will work autonomously as well as collaboratively with the entire clinic team to ensure the delivery of high quality and efficient health care.

SUPERVISOR: Medical Director; Administrator

DUTIES INCLUDE BUT NOT LIMITED TO:

1. Oversee and direct the care of psychiatric patients/mental health population.
2. Recognize, report, and document changes in patient's psychological, behavioral, and medical status as they occur.
3. Obtain and document complete medical history and physical examination of patients.
4. Interpret and integrate data to determine and order appropriate diagnostic and therapeutic procedures or specialty referrals.
5. Manage medical and surgical needs of patients in accordance with scope of practice and established credentialing agreements.
6. Reconcile patient medication and allergies. Assess patient's understanding and address any barriers to medication and therapeutic compliance.
7. Administer medications and injections according to established practice protocols and perform other clinical functions as needed.
8. Provide patient education. Interview and advise patients regarding health and illness prevention. Recommend community resources to meet patient and family needs. Educate patient and family regarding medications and treatment options and corresponding instructions.
9. Maintain and review patient records, charts, and other pertinent information. Post patient labs and imaging study results according to practice policy. Documents in a timely fashion.
10. Triage patient telephone calls and provide consultation. Provide monitoring and continuity of care between provider visits.
11. Assist management in onboarding nursing staff and provide competency checks as directed.
12. Participate in all appropriate practice procedures to include medical team rounding and huddles. Collaborate with nursing, allied health and other non-clinical healthcare professionals to ensure continuity and quality patient care.
13. Participate in after-hours call as required by work setting.

14. Maintain complete and accurate medical records in a timely manner.
15. Complete patient charge and billing in a timely manner as required by work setting.
16. Promote patient satisfaction in all clinical settings.
17. Renew all required licenses and complete required educational courses timely.
18. Attend required meetings and participate in committees as requested.
19. Maintain patient confidentiality.
20. Maintain professional level of conduct regarding attitude and communication with staff and patients.
21. Perform other duties as required.
22. Understand and adhere to prescribing and scope of practice regulations as required by state.
23. Read, understand and adhere to all Sacred Circle Health Care Policies and Procedures.
24. Practice and adhere to the Code of Conduct and Mission and Values Statements.

KNOWLEDGE, SKILLS AND ABILITIES: This position requires the following minimum requirements.

- Knowledge of professional nursing theory, practice, and medical care to give and evaluate patient care.
- Knowledge of medical equipment and instruments.
- Knowledge of common safety hazards and precautions to establish a safe work environment.
- Knowledge of Psychiatric or Behavioral Health.
- Ability to assess medical conditions and interpret findings.
- Establishing and maintaining effective working relationships with patients, medical staff, and the public.
- Ability to react calmly and effectively in emergency situations.
- Ability to communicate clearly.

EDUCATION:

- Graduation from an accredited school of nursing
- Successful completion of an accredited Nurse Practitioner program.

CERTIFICATION/LICENSE:

- Possession of a valid DEA number.
- Possession of a State Registered Nurse License with the ability to prescribe controlled substances is required (APRN, APRN-CS).
- Possession of an active National Certification from an accrediting board.
(IE: American Academy of Nurse Practitioners – AANP, American Nurses Credentialing Center Commission on Certification – ANCC, Pediatric Nurse Certification Board – PNCB, etc.)
- BLS Provider/CPR.

PHYSICAL DEMANDS, WORKING CONDITIONS, ESSENTIAL FUNCTIONS:

✓ Manual Dexterity	✓ Exposure to toxic/caustic/chemicals, detergents
✓ Full range of body motion to maneuver weight of patients	✓ Hear alarms/telephone/tape recorder
✓ Standing, walking	✓ Ability to work under stress, or in emergency situations
✓ Reach above shoulder	✓ Exposure to x-ray, electromagnetic energy
✓ Repetitive arm/hand movements	✓ Reaching, bending, stooping, kneeling, crawling
✓ Push/pull weight of up to 50 lbs.	✓ Exposure to communicable diseases
✓ Sight Acuity – far, near, depth perception	✓ Exposure to blood borne pathogens