**POSITION: Psychiatric Advanced Nurse Practitioner**

Supervisor: Chief Medical Officer

**POSITION SUMMARY**The Psychiatric Nurse Practitioner is responsible for providing direct patient care including diagnostic, preventive, educational and therapeutic mental health services to children, adolescents and adults, with primary focus on children. The position provides professional expertise and participates in administration of a variety of therapeutic and training programs; also responsible for monitoring client services, ensuring services meet the needs of clients, and are being provided in accordance with best care practices, industry standards, organization guidelines, legal requirements and federal law.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Assess, plan, develop, implement, and evaluate an effective and efficient program that will appropriately meet the needs of the patient population utilizing best care practices, industry standards, organizational guidelines, appropriate accreditation standards, and applicable federal laws, including HIPAA.
* Secure comprehensive health histories, perform or request special diagnostic and laboratory tests, interpret test results, and develop comprehensive psychiatric treatment plans.
* Provide mental health assessments, diagnosis, and treatment plans in identified areas; lifesaving and support measures in emergency situations; provide medication management for patients; and maintain appropriate health records.
* Prescribe pharmaceutical therapy consistent with medical evaluation, treatment plan and current standards of practice.
* Refer clients for more specialized or inpatient interventions as clinical situations dictate.
* Participate in a team management approach to patient care/treatment.
* Maintain appropriate files; develop and follow through on treatment plans within organizational guidelines; and prepare reports on the clinical management of patients.
* Maintain an understanding of how behavioral health priorities are administered under [State] DHSS guidelines, consult with specialists and colleagues to review and participate in the care of patients receiving indirect/contract medical services.
* Maintain quality care through participation in peer review, policy development and quality improvement programs.
* Maintain appropriate documentation of clinical and counseling services, including all necessary billing information. Ensure accurate and consistent use of encounter forms for all client contacts with behavioral health providers to ensure accurate billing of third party resources.
* Maintain and update professional knowledge and proficiency through continuing education, staff meetings, workshops and serving on special committees.
* Expected to complete required trainings such as CPR, Mandt, Mental Health First Aid and any others deemed necessary for this position.
* Participate in a shared call system with other providers.
* Assist with meeting clinic patient care team productivity and quality care standards.
* Participate in development and utilization of practice guidelines and procedures.
* Participate in audits, and meet standards of Quality Improvement, Risk Management and Utilization Management programs.
* Complete accurate and timely documentation in patient records and encounters within 24-48 hours after the patient visit.
* Maintenance of credentials essential for practice, to include licensure, certification and CME.
* Maintains good attendance, is punctual and works full scheduled shift as a condition of employment.
* Demonstrates respectful, professional and appropriate behavior that supports a team oriented work environment.
* Demonstrate a commitment to the mission, core values and goals of [Health Center Name] and its healthcare delivery including the ability to integrate values of justice, respect, compassion, excellence and stewardship into appropriate programs and services.
* Perform other duties as assigned by supervisor.

**SECONDARY DUTIES AND RESPONSIBILITES**   
Attend staff meetings, in-service meetings and participate in agency committees and task force activities as required.

**SUPERVISORY RESPONSIBILITES**

This position has no supervisory responsibilities.

**QUALIFICATIONS AND REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

Graduate from an accredited Advanced Family Medical program and experience in a Family Practice clinic setting. At least one (1) year of supervised experience providing direct service in a clinical setting. Experience in an integrated behavioral health and primary care organization a plus.

License

[State] license as an Advanced Nurse Practitioner. Out-of-state professional must be able to acquire [State] licensure which requires certification in Psychiatric Mental Health Nursing by a nationally recognized body prior to employment. Must be certified to work with Children.

Communication Skills

Ability to read, analyze and interpret the most complex medical documents. The incumbent must have the ability to respond to the most sensitive inquiries or complaints. Ability to write reports and other documents that conform to prescribed style and format. The successful candidate will possess the ability to effectively present information to patients, consultants and colleagues.

Reasoning and/or Critical Thinking Ability

Must have the ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Work situations are vaguely defined, often unprecedented, and unique in character. Problems are very complex, abstract, conceptual, and long term in nature. There is a continual requirement for strategic, innovative thought and synthesis of information as it pertains to work situations.

Computer Skills

Must have a demonstrated operating knowledge of computers. Intermediate level ability with Electronic Medical Record (EHR) systems, Word, Outlook and other required software programs.

Physical Demands

* Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person.
* Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to assess the patients, comprehend written medical charts, medical information, work instructions, and to review, evaluate and prepare a variety of written documents and materials.
* Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to assess patients, use medical equipment, operate computer equipment and other office equipment.
* Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in a medical and office environment.
* Sufficient personal and physical capabilities, with or without reasonable accommodation, which permits the employee to make presentations to large and small groups.
* Must be able to occasionally lift up to 30 pounds.

Experience:   
Minimum of two years’ experience as a licensed Family Nurse Practitioner.

Unusual Working Conditions:

* Must be able to work beyond normal working hours, including weekends.
* Must be able/willing to attend training sessions or meetings out-of-town on your own time.
* Must be able to use your own vehicle and provide proof of insurance.

(Management reserves the right to change duties and qualifications given on this job description at any time).

Additional Requirements

* Submit to and pass a drug test
* Successfully complete a criminal background check

Working Conditions

There may be exposure to airborne and blood-borne pathogens, and hazardous materials. This position is not eligible to be a telecommute position.