**Position:** Psychiatric Medication Provider **Reports To:** Medical Director/Behavioral Health director/Chief Operations Officer **Department:** Clinical **FLSA:** Exempt

**Position Summary:** To provide effective, efficient and appropriate psychiatric medication services to Northland Health Center patients in order to serve the community’s healthcare needs.

**General Responsibilities:** Diagnose, triage, provide medications, and monitor medications for an ethnically diverse patient population with medical and behavioral health problems. Provide brief intervention strategies and develop treatment plans for patients. Collaborate and consult with medical providers, mental health staff, and other collaborative partners to ensure effective treatment for patients with co-occurring behavioral health and medical disorders and for patients with primary behavioral health disorders.

# Position Responsibilities:

1. Maintain a full panel of patients to be treated for behavioral health disorders. Work closely with Behavioral Health Patient Services to manage appointment process.
2. Assess the mental health status of patients presenting with behavioral conditions.
3. Prescribe and monitor effectiveness and side-effects of psychotropic medications; with accurate diagnosis and

continued manage care of client’s medication regimens.

1. Respond to requests for psychiatric consults made by primary care medical providers within the medical clinics.
2. Collaborate with primary care medical providers and mental health staff in the design and delivery of patient care in treating behavioral health disorders and psychosocial problems.
3. Assist in the detection of “at risk” patients and the development of treatment plans to prevent further

psychological or physical deterioration.

1. Assist patients, and families as appropriate, to interpret and manage maladaptive behaviors and to plan healthy lifestyle changes. Work with patients to improve adherence to medical recommendations and medication compliance.
2. Acts as a liaison with community mental health agencies and consulting psychiatric services. Triage and refer patients to services as appropriate and follow up on those referrals.
3. Complete required statistical and billing documentation for billing, grant reporting and quality improvement purposes.
4. Meet client charges, billable hours and encounter goals as identified by [Health Center Name].
5. Maintain charting, treatment plans and documentation related to services delivered in an accurate and timely manner.
6. Professionalism is portrayed at all times to clients, other departmental personnel, and the community during daily interactions and appearances.
7. Comply with corporate policies and procedures, including policies related to HIPAA and Medicaid compliance.
8. Remain current with standards of care and medications specific to the behavioral health care setting.
9. Be punctual to meetings and appointments.
10. Assists Medical Director/PIC in developing clinical practice guidelines.
11. Participates in provider and medical care team meetings.
12. Establishes positive relationships with local medical community and attends local medical society functions.
13. Performs medical procedures according to privileges issued.
14. Performs as an active member of the medical team.

# Position Requirements:

1. Skill in providing excellent customer service and support; organizing and prioritizing workload and meeting deadlines; and excellent written and verbal communication.
2. Ability to interact effectively and professionally with persons from diverse cultural, socioeconomic, education, racial, ethnic and professional backgrounds.
3. Ability to work effectively with managers, co-workers, members of the public and professional groups.
4. Ability to communicate effectively, clearly, concisely with others (internal and external customers, both verbally and in writing), consistently demonstrate positive/proactive customer service attitude. Consistently maintains ethical behaviors exemplary of quality public service and fair standards, inclusively, among all employees and members of the public.
5. Ability to work as an effective team member; function independently, exercise sound judgment and initiative; be flexible to shift priorities; maintain confidentiality; establish and maintain effective interpersonal work relationships, effectively assist providers; work toward goals and objectives of draft priorities.
6. Ability to exercise balanced judgment in evaluating situations, making decisions, and responding to difficult or confrontational situations.
7. Organized, creative, flexible, open-minded and able to multi-task.
8. Ability to follow [Health Center Name]Clinic practice guidelines – including adhering to the [Health Center Name] immunization policy and the Mission and Vision and Corporate Compliance Policy.
9. Ability to receive constructive feedback including evaluation of provider’s productivity and practice attributes.
10. May be asked to perform other duties that align with [Health Center Name] mission, including but not limited to participation on clinical committees, providing education, Quality Review and/or other activities.

# Minimum Requirements:

1. Nurse Practitioner possessing unrestricted license for practice in [State].
2. Experience preferred and specialized training in the field of behavioral health.
3. Excellent working knowledge of behavioral medicines and treatment for mental health conditions.
4. Accurate understanding of psychiatric diagnoses and their medial and behavioral management.
5. Ability to make quick and accurate clinical assessments of mental and behavioral conditions and develop appropriate management and treatment plans.
6. Clearance through the [State] Department of Health and Welfare Criminal History background check.
7. Demonstrate ability to use Microsoft Office, [CHC] e-mail network, PMIS/EMR software and the Internet.
8. Eligible for FTCA insurance coverage.
9. Ability to perform each position responsibility satisfactorily with or without reasonable accommodation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the position.
10. Ability to understand that safety is a condition of employment. Unsafe acts or conditions will be reported to the supervisor or Site Coordinator.
11. Must be computer literate with ability to enter information in the [Health Center Name] EHS system and compile reports or data as requested.
12. Must be able to read, write and speak English.

# Education and/or Experience:

* Graduate of an accredited Physician Assistant Program and certified by the National Commission on Certification of Physician Assistants (NCCPA) or Nurse Practitioner Program and certified by the American Nurses Credentialing Center or the American Academy of Nurse Practitioners.
* The employee shall meet the requirements of the North Dakota Board of Medical Examiners; and be licensed to practice medicine without restrictions within the State.
* Psychiatric Mental Health Nurse Practitioner; or
* Psychiatric Advanced Practice Registered Nurse
* Must be licensed in the [State]

# License and / or Certification:

* Current licensure as a PA/NP to practice in the [State] by the State Boards.
* Current DEA certification
* Current CPR certification required
* DOT Certification
* Current ACLS certification
* Valid Driver’s License
* Must be able to meet and maintain current [Health Center Name] credentialing and privileging requirements.

*While performing the duties of this position, the employee is exposed to weather conditions prevalent at the time. The employee may experience exposure to dust, pollens, pollutants, fumes, and communicable diseases as related to the health care environment. The noise level in the work environment is usually moderate.*

# Physical Requirements:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NHC CLINICAL STAFF** | | | | |
|  | **Not Applicable** | **Occasionally** | **Frequently** | **Constantly** |
| **Stand** |  |  | **X** |  |
| **Vision – near** |  |  | **X** |  |
| **Vision – w assistance** |  |  | **X** |  |
| **Walk** |  |  | **X** |  |
| **Sit** |  |  | **X** |  |
| **Reach outward** |  | **X** |  |  |
| **Reach above shoulder** |  | **X** |  |  |
| **Climb** | **X** |  |  |  |
| **Crawl** | **X** |  |  |  |
| **Squat/kneel** |  | **X** |  |  |
| **Bend** |  | **X** |  |  |
| **Lift/Carry** |  |  |  |  |
| **10lbs or less** |  |  | **X** |  |
| **11-20 lbs** |  | **X** |  |  |
| **21-50 lbs** |  | **X** |  |  |
| **51-100 lbs** | **X** |  |  |  |
| **Over 100 lbs** | **X** |  |  |  |
| **Push/Pull** |  |  |  |  |
| **12 lbs or less** |  | **X** |  |  |
| **13-25 lbs** |  | **X** |  |  |
| **26-40 lbs** | **X** |  |  |  |
| **41-100 lbs** | **X** |  |  |  |
|  |  |  |  |  |
| Not Applicable | Activity does not apply to this position | | | |
| Occasionally | Position requires this activity up to 33% of the time (0-2.5 hours per day) | | | |
| Frequently | Position requires this activity from 33%-66% of the time (2.5-5.5 hours per day) | | | |
| Constantly | Position requires this activity more than 66% of the time (5.5 hours + per day) | | | |