



## JOB DESCRIPTION

### Nurse Practitioner - Psychiatric

**Reporting to:** Medical Director

**EEO Category:** Medical

**Created:** 08/21/2018

**FLSA Classification:** Exempt

**PRO:** Prescriber

**Modified:**

#### **POSITION SUMMARY**

This position will provide quality integrated psychiatric health care services and medication management to adults in an outpatient setting, and will perform as an independent and interdependent member of the medical services team providing integrated general medical and behavioral health care to clients in need of services.

#### **ESSENTIAL RESPONSIBILITIES**

##### **Clinical Services/Nursing Services (85%)**

- Provide comprehensive and integrated health care services to children, adolescents, adults, and elderly patients in need of services
- Perform telehealth visits when appropriate for medical patients
- Advanced Practice Services including:
  - Complete psychiatric evaluations/assessments
  - Integrated medical evaluation, assessment and care planning
  - Refer client to primary care physician and/or specialist, as needed
  - Coordinate psychiatrist evaluations
  - Order appropriate laboratory tests, review results and make necessary adjustments
  - Perform and interpret basic screens
  - Prescribe and/or monitor medications according to appropriate psychiatric diagnosis, symptoms and practice guidelines
  - Provide medication monitoring/management in individual and/or group setting
- Maintain and review patient records, charts, and other pertinent information accurately and efficiently
- Provide competent care and ensure the provision of a safe and comforting environment resulting in a high level of patient satisfaction.
- Work in collaboration with multidisciplinary provider team to provide evidenced based care
- Consult with appropriate specialists
- Act as a resource and communicate appropriate knowledge, skills and conduct
- Prioritize customer service and satisfaction
- Comply with all applicable grant requirements as related to position

##### **Coordination and Communication (5%)**

- Build and maintain caring and trusting relationships with clients and family members, as well as a strong working relationship with Aspire staff and supervisors
- Build and maintain a strong network of external relationships, which may include DCS, other mental health agencies, health providers, schools and community agencies, etc.
- Become knowledgeable regarding community resources and maintain a strong referral network
- Collaborate and communicate with all parties involved in working towards the clients identified goals
- Communicate effectively within the team
- Maintain patient confidentiality practices
- Participate in performance management and coaching; respond appropriately to direction and constructive criticism from management
- Provide ongoing communication and feedback to assigned supervisor regarding position responsibilities

### **Reporting and Documentation (5%)**

- Responsible for timely, thorough and accurate documentation and billing in the Electronic Health Record (EHR) according to Aspire policies and procedures
- Seek and routinely document clinical supervision on all individual cases
- Participate in coaching sessions
- Timely complete and maintain case and agency paperwork according to Aspire standards and as required by external agencies, as well as internal unit and organizational reports and documentation.
- Timely complete all required unit and/or organizational reports and/or documentation according to policies and procedures (e.g., PTO requests, expense sheets, training requests, TB documentation, car insurance, etc.)

### **Professional Development (5%)**

- Complete and maintain compliance with required trainings and education required for the position
- Participate in appropriate team and/or administrative meetings, assigned committees, inservices, and other continuing education/training
- Proactively create and execute a professional development plan to stay current within field
- Maintain CEU expectations for licensure

### **CORE VALUES**

- **People** – Passionately believes in people and embraces diversity
- **Integrity** – Does the right thing even when no one is looking
- **Laughter** – Believes that laughter is truly the best medicine
- **Learning** – Challenges old paradigms with critical thinking, curiosity and creativity
- **Accountability** – Sets an intentional culture of personal responsibility; believes everyone carries the load
- **Relationships** – Serves colleagues and consumers with love, empathy and compassion

### **POSITION-SPECIFIC COMPETENCIES**

- **Problem-solver** - Critical, creative thinker in solving problems and reaching goals with patients in a patient manner
- **Collaborative** - Works cooperatively with clients and family members (if applicable), as well as outside treatment agencies, to reach goals identified in client treatment plan
- **Detail-oriented** - Exercises discipline in maintenance of accurate documentation practices as related to client records, training and HR records
- **Consistent** – Develops steady and trusting relationships with clients through a dependable, non-judgmental approach to achieving goals
- **Conscientious** – Produces consistent and polished work from established professional disciplines and guidelines; always works to meet high quality standards

### **CRITICAL FUNCTIONAL SKILLS & KNOWLEDGE**

#### **Education**

- Master's degree in Nursing or a Doctorate degree in Nursing from a college/university accredited by the US Department of Education required

#### **Experience**

- One (1) year supervised experience with Severely Mentally Ill (SMI) population preferred

#### **License/Certification**

- Must be recognized as a Registered Nurse (RN) with Prescriptive Authority by the State of Indiana
- Must have current Drug Enforcement Administration (DEA) certificate and State of Indiana Controlled Substance Registration (CSR)
- Must have PMHNP certification
- Must have current BLS certification

#### **Other**

- Ability to meet or exceed metric standards that have been established for this organizational level or position within Aspire

- Strong ability to maintain strict confidentiality and handle highly confidential information with professionalism
- Meet all clinical obligations of the Center's medical practice, including CLIA, HIPAA, Medical State and Federal regulations
- Ensure compliance with state licensure laws, state medication administration laws, etc.
- Demonstrate respect for patient confidentiality practices
- Demonstrate the ability to provide patient-centered care utilizing clinical best practice guidelines
- Must be able to work independently as well as collaboratively within a team setting
- Master the Center's EHR and other technologies supporting quality patient care and disease management as it relates to clinical documentation
- Must have the ability to empathize and be compassionate to patient needs
- Ability to properly code medical encounters
- Must be capable of exercising good judgment in crisis situations
- Must possess the ability to learn and/or operate relevant computer operating system environments, and the ability to operate a variety of office equipment (fax machine, copier, scanner, computer, telephone system, etc.)
- Must be detail oriented, have excellent organizational skills and be flexible
- Ability to work well under pressure in a fast-paced, time sensitive environment with shifting priorities and multiple deadlines
- Show appreciation for and ability to respond to cultural differences, and adjust communication practices accordingly in order to minimize cross-cultural misunderstandings
- Consistent work attendance and compliance with scheduled work hours (excludes approved FMLA absences)
- Must comply with all Aspire policies and procedures, as well as Aspire Indiana's Corporate Compliance Program as it applies to individual job duties, the department, and the company
- Exercise due diligence to prevent, detect, and report unlawful and/or unethical conduct by fellow co-workers, professional affiliates and/or agents
- Must have reliable transportation to travel to other sites for coverage, trainings and/or meetings
- Display a positive work ethic

### **PHYSICAL DEMANDS & WORKING CONDITIONS**

The nature of work may generate considerable physical (transporting, assisting clients, etc), mental and visual demands. The physical and working demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office environment, travel to cover other office's, as needed
- Participate in shared call
- Heavy exposure/use of computers, cell phones office phones, etc.
- Daily, weekly, monthly and annual deadlines
- Ability to communicate effectively by phone or in person
- Specific vision abilities require close vision, distance vision, peripheral vision, depth perception and ability to adjust focus; must also have adequate vision to read correspondence(s), computer screen(s), form(s), etc.
- Frequently required to be physically mobile (stand, walk, reach, use hands and finger, stoop, kneel, crouch or crawl, climb, balance, bend) throughout work hours, and also the ability to sit for prolonged periods throughout work hours
- Ability to lift files, open filing cabinets, climb to reach higher files, and lifting average-weight objects up to 25 lbs; must be able to occasionally lift and/or move 50 or more pounds
- Manual dexterity sufficient to operate keyboard, copier, telephone, calculator, and the ability to write and/or type
- Must be able to respond appropriately and effectively in crisis situations by using good judgment and following Aspire protocols

**Background Checks**

Employment is contingent on background checks as required by Aspire’s policies which may include: Drug Test, Criminal History, Driving History Record, Sex Offender Registry Search, State Central Registry Check, Employment Verification, Education Verification, and Professional References

**Supervisory Responsibilities**

This position has no supervisory responsibilities

**Work Hazard Category**

Category I - Tasks that involve exposure or potential exposure to blood, body fluids or tissues. Appropriate protective equipment will be readily available to every employee engaged in Category I tasks.

**Employee Statement of Understanding**

I have read and understand the job description for my position. I understand this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Employees will be required to follow any other job-related instructions and to perform any other job-related responsibilities requested by their supervisor. Duties, responsibilities and activities may change at any time with or without notice.

I am able to perform all of the essential functions of this position. I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I will strive to uphold the mission and vision of the organization. I am required to adhere to the values in all my interactions with customers and fellow employees.

As an employee, I understand my duty to report any suspected violations of the law or standards of conduct to my immediate supervisor.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name