



JOB DESCRIPTION

Psychiatric Staff Nurse

Reporting to: Director, Nursing Services

EEO Category: Professionals

Created: 2/3/2017

FLSA Classification: Non-Exempt

PRO: Nurse

Modified: 5/23/18

POSITION SUMMARY

The Psychiatric Staff Nurse will provide a combination of office and community based nursing services as part of a multidisciplinary team-oriented organization. This position demands a high level of knowledge of nursing treatment of the seriously mentally ill population, psychoeducational teaching skills, safety awareness and the ability to collaborate with other treatment team members. Knowledge and experience in ICD-10, psychotropic medications, crisis & emergency interventions and infection control are needed.

ESSENTIAL RESPONSIBILITIES

Clinical Services/Nursing Services (60%)

- Develop client nursing/medical goals in conjunction with a multidisciplinary team
- Conduct nursing assessments, nursing medication reviews, mini-mental status exams, and AIMS testing as needed and/or as ordered by the APN/psychiatrist
- Provide medication skills training and psychoeducational and wellness education services for clients
- Administer medications as ordered by the prescriber and monitor for adverse reactions and side effects
- Participate in, coordinate and oversee medication management activities including clozapine monitoring as directed by the prescriber
- Provide health related nursing services to Aspire employees, including tuberculin testing, Hepatitis B vaccinations and seasonal flu vaccinations
- Serve as a nursing resource for Aspire clients and staff
- Provide onsite nursing services and serve as a nursing resource for Aspire SGL facilities
- Travel to provide services in a variety of flexible settings within the larger community specifically including Aspire residential facility locations
- Coordinate with clients to assess and identify goals for a person-centered treatment plan for services within the multidisciplinary treatment team
- Arrange referrals to external treatment domains or agencies, as needed in conjunction with the care coordinator
- Provide advocacy for clients and families, including attending referral-required meetings (CFTM, court, etc)
- Organize and conduct age-appropriate learning sessions in group and individual settings utilizing curricula and structured trainings
- Assist client in obtaining and maintaining all benefits and entitlements in conjunction with the treatment team
- Work with families to help client achieve their goals (open to communicating and listening to family members, teaching family skills, etc.)
- Perform office medication area audits and oversee medication areas within residential facilities as assigned

Coordination and Communication (15%)

- Build and maintain caring and trusting relationships with clients and family members
- 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 client identified goals
- Collaborate and effectively work within a multidisciplinary team and all parties involved in working towards client's identified goals
- Communicate effectively within the team
- Maintain confidentiality practices

Reporting and Documentation (20%)

- Responsible for timely, thorough and accurate documentation and billing in the Electronic Health Record (EHR) according to Aspire policies and procedures
- Keep timely, thorough and accurate progress notes, and document next steps
- Seek and document clinical supervision
- 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 clients 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
- **Organized** – Promptly assists staff, applicants, vendors and/or other business contacts in an organized, efficient, and steady manner; takes pride in maintaining accurate systems

CRITICAL FUNCTIONAL SKILLS & KNOWLEDGE

Education

- Bachelors of Science in Nursing (BSN) or a diploma from a two (2) year accredited nursing program

Experience

- Minimum of one (1) year supervised experience in a mental health/psychiatric setting highly preferred

License

- Must be recognized as a Registered Nurse (RN) by the State of Indiana

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
- Demonstrate respect for client confidentiality practices
- Must be able to work independently as well as collaboratively within a team setting
- Must have the ability to empathize and be compassionate to client needs
- 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'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 within the community, as needed
- 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
- Manual dexterity sufficient to operate keyboard, copier, telephone, calculator, and the ability to write and/or type
- Ability to regularly lift files, open filing cabinets, climb to reach higher files and lift average-weight objects up to 25 lbs; must be able to occasionally lift and/or move 50 or more pounds
- 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