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**Job Title:**        Psychiatric Nurse Practitioner

**Department:** Medical

**Reports To:**   Chief Medical Officer

**FLSA Status:** Exempt

**SUMMARY:**

The psychiatric nurse practitioner is responsible for providing behavioral health services in a professional, positive, consumer-friendly, and recovery-focused manner. The psychiatric nurse practitioner is a core member of a collaborative care team that includes the patient’s primary care provider, and other primary care support, care coordination and behavioral health staff. The psychiatric nurse practitioner is responsible for diagnosing, prescribing medication, monitoring medication side effects and providing mental health treatment.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Support and closely coordinate behavioral health care with the patient’s primary care provider and other treating mental health and substance abuse treatment providers, using warm handoff techniques as appropriate
2. Using evidence-based clinical tracking tools, screen and assess patients for common behavioral and substance abuse disorders; perform diagnostic assessment for DSM diagnoses
3. Provide psychotropic medication management, focusing on treatment adherence, attention to side effects, and effectiveness of treatment
4. Provide patient education and treatment focused on diagnosis and available treatment options
5. Monitor clients for changes in clinical symptoms and treatment side effects or complications
6. Within scope of practice, provide referrals to clinically indicated services both within and outside the primary care clinic
7. Conduct regularly scheduled caseload consultation with behavioral health consultants; provide consultation to primary care physicians (PCPs), as requested
8. Document patient services in Electronic Health Record (EHR) and track patient follow-up and clinical outcomes using the designated web-based care management tracking system
9. Facilitate treatment plan changes for patients who are not improving as expected in consultation with the PCP and the team
10. Complete relapse prevention plans with clients who are in remission; offer recovery-oriented treatment-planning services with special attention to referral goals and client engagement
11. Comply with HIPAA privacy and security regulations
12. Supports SCHC strategic, clinical, and operational initiatives
13. May be required to work nonstandard schedule to meet the needs of patients and the communities served by SCHC
14. Participate in regular training and technical assistance activities
15. All employees are expected to perform any reasonable work requested that falls within the qualification but is not specifically described
16. All employees are expected to practice to the top of their license or certification

**SUPERVISORY RESPONSIBILITIES:**

**Received:**   Works under general direction of the Chief Medical Officer and closely with Providers. Supervision is received through personal conference, general observation of work in progress, and periodic review by supervisor of completed work.

**Performed:** This position generally supervises no others.

**EDUCATION and/or EXPERIENCE:**

* Two or more years related experience providing psychiatric nurse practitioner services care in a primary care outpatient setting, preferred
* Working knowledge of the specialty mental health system structure and regulations
* Never been disciplined by any professional or peer review organization, governmental agency, licensing body or medical staff for any action or omission based on or related to quality of care
* Comfort with the pace of primary care; experience with primary care psychiatry and/or consultation-liaison psychiatry
* Working knowledge of evidence-based psychiatric/psychosocial treatments for common mental disorders
* Knowledge of psychopharmacology for common mental disorders
* Familiarity with brief, structured intervention techniques (e.g., Motivational Interviewing, Behavioral Activation)
* Demonstrated ability to collaborate effectively in a team setting
* Ability to maintain effective and professional relationships with clients and other members of the care team
* Ability to effectively engage clients in a therapeutic relationship
* Ability to work with clients by telehealth or in person
* Experience working with underserved, transient populations
* Experience working with patients who have co-occurring mental health, substance abuse, and physical health problems
* Experience working with safety net providers within the community and knowledge of community resources
* Ability to work with a low-income, multi-ethnic patient population and a demonstrated ability to relate respectfully and effectively to people of diverse racial, educational and socio-economic backgrounds
* Must be a confident, self-directed individual who can work within a team as well as independently
* Strong communication, organization, documentation and record keeping skills necessary

Education: Successful completion of an accredited Nurse Practitioner program.

License: Maintain a current, active license with the State of Alaska as a nurse practitioner.

Current DEA certificate required.

Experience: Must possess specialized experience which involves using psychological assessments, formulating diagnosis or treatment recommendations, and providing counseling services to patients.

**QUALIFICATIONS:**

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.



**KNOWLEDGE, SKILLS and ABILITIES:**

* Excellent working knowledge of behavioral medicine and evidence-based treatments for medical and mental health conditions
* Ability to make quick and accurate clinical assessments of mental and behavioral conditions
* High level of comfort in working with primary care medical providers using a consultative style
* Ability to work through brief patient contacts, including via telephone and teleconferencing
* Knowledge of psycho-pharmacology and community standards of care
* Ability to design and implement clinical pathways and protocols for treatment of selected mental and behavioral conditions
* Ability to design effective psycho-education curricula and lead effective psycho-education classes
* Ability to train and teach effective behavioral health interventions and the primary behavioral health model to medical practitioners and other behavioral health providers
* Ability to work effectively as a team, interfacing with patients, primary care providers, community psychiatric and mental health specialists, as well as with administrative and support staff
* Ability to exercise balanced judgment in evaluating situations and making decisions, and to handle difficult or confrontational situations in a calm, consistent, and equitable manner
* Ability to effectively represent SCHC’s interests in the community and maintain effective working relationship among co-workers, public, private, and professional groups
* Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
* Knowledge of crisis intervention, brief and long-term therapy processes
* Knowledge of medical terms, abbreviations, diagnosis, treatment and prognosis and demonstrates this knowledge verbally and in writing
* Will be held to productivity standards set by the Chief Medical Officer
* Expected to read and respond timely to emails
* Must be computer literate, proficient with Microsoft Office products, EHR

# PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to sit for long periods of time, speak, hear, write, reach with hands and arms, stoop, kneel and operate a keyboard. Employee must also have visual acuity to read small print and view a computer monitor, reach to the top of a five-drawer filing cabinet, lift boxes of no more than 30 lbs. Employee may need to climb stairs.

# WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position. SCHC promotes the principles of Resiliency throughout the organization.

While performing the duties of this job, the employee generally works within the interior of a healthcare clinic/office environment. Employees may travel between multiple worksites and be responsible for their own transportation. Out-of-area travel may be required on occasion. The general work environment is clean with a moderate temperature and noise level. Employees will be required to use a computer and other office equipment and participate in communication through typing, reading, writing and telephones, etc. The employee may be in contact with patients under all conditions and circumstances, e.g., illness, emotional duress and hostility. Daily work activities also involve contact with the public, staff members and government representatives under all conditions and circumstances. All SCHC facilities are non- smoking.

**OSHA:**

The employee may be exposed to infectious waste, blood, body fluids, communicable/infectious diseases, air contaminants and hazardous chemicals. SCHC will provide the employee instructions on how to prevent and control such exposures. The employee may be exposed to Hepatitis A, Hepatitis B, and Covid-19 Viruses. Hepatitis A and B immunizations, as well as MMR proof of immunity is requested of all SCHC employees handling medical waste. SCHC will make the Hepatitis A, Hepatitis B, and Covid-19 vaccinations available to all employees free of charge.

**EMPLOYMENT PRACTICES:**

SCHC is an Equal Opportunity institution and does not discriminate against any person in employment or in admission, treatment or participation in its programs and benefits based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability or genetic information, veteran status, or any other protected class. Persons alleging unequal treatment should contact Human Resources.

Signature below acknowledges that I have received a copy of my job description, and my supervisor has discussed it with me. I agree to perform the functions of my position in a safe manner and within SCHC’s established policies and procedures.

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Employee Printed Name Date

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Employee Signature Date

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Supervisor Signature Date

***Sunshine Community Health Center  
is committed to accessible, proactive, quality health care,***

***promoting community wellness through outreach and education.***