



JOB DESCRIPTION

TITLE: Psych Nurse Practitioner
REPORTS TO: Behavioral Health Director
GRADE: 16
CLASSIFICATION: Exempt
ATTRIBUTES: Exempt
EXPOSURE RISK: Category I
SUMMARY: Provides quality, comprehensive out-patient (as per individual employment agreements) behavioral health care services to the Center's patients consulting with supervising physician and abiding by appropriate clinical protocols; reports directly to the Behavioral Health Director regarding clinical issues and activities related to the delivery of Behavioral Health care.

DUTIES AND RESPONSIBILITIES:

1. Provides services to Center's patients who qualify for targeted case management services pursuant to Texas Department of State Health Services (TDSHS) Rules and Center's protocols and in accordance with the Code of Ethics published by the Texas State Board of Nurse Practitioner Examiners and the National Association of Nurse Practitioners. These services, which would be for Medicaid and Non-Medicaid recipients according to state statutes, include, but are not limited to: intake, initial comprehensive assessment, service plan development and review, reassessment, follow-up, and termination, Weight: 25%
2. Examines, diagnoses, treats and/or refers patients assigned to physician's panel, out-patient basis; prescribes pharmaceuticals, other medications, and treatment regimens as appropriate to assessed Behavioral Health conditions consulting with supervising physician. Provides evaluation, diagnosis, and treatment to individuals, families, or groups while assuring that a comprehensive service plan is developed. This comprehensive plan will include both brief and long-term therapy. Weight: 25%
3. Maintains a problem oriented health record for each patient seen in accordance with the Center's established Health Information Management policies and procedures to include providing appropriate and legible documentation. Assures that documentation of all encounters, including visits, case management, individual, family and groups counseling are completed after each visit. Cooperates in proper documentation of No-Shows, follow-up contacts and re-scheduling of clients. Weight: 10%
4. Reviews all lab reports for patients under his/her care on a timely basis and makes Behavioral Health management decisions appropriately. Weight: 10%
5. Refers clients for appropriate specialty care services, lab and any other ancillary services that are appropriate for patient's management and care consulting with supervising physician as needed. Assures that Behavioral Health clients are assisted through the use of the Center's established referral system for in-house services, and to appropriate community agencies, while also providing consultation to provider staff to assure proper interdepartmental support. This will entail full collaboration with all Behavioral Health Services staff and other providers throughout the Center's service array. Weight: 5%

6. Maintains appropriate productivity standards of specialty as established by the Center; maintains appropriate and efficient patient flow and minimize schedule changes and absences.
Weight: 5%
7. Provides excellent internal/external customer service via telephone, fax or face-to-face contact to assist patients with their behavioral health care needs. Weight: 5%
8. Establishes and maintains a working relationship with schools of nursing and with community-based agencies. Trains and mentors nursing students and clinical support staff engaged in activities and procedures, as appropriate. Weight: 5%
9. Follows established departmental and clinic policies, procedures, and objectives; continuous quality improvements objectives and safety, environmental, and/or infection control standards.
Weight: 5%
10. Participates in specified health promotion, education and/or prevention programs as needed i.e. diabetes collaborative/health fairs etc.; attends and participates in clinic meetings / departmental meetings and other clinic functions as required by the Center. Assists with developing and implementing family life education plans for adolescents which will include parenting, sexuality, and reproductive health education, while also assuring the prevention and intervention methods of substance and child abuse in accordance with the Department of State Health Services regulations. Weight: 5%
11. Performs other related duties as assigned.

JOB QUALIFICATIONS:

Must possess a current unrestricted license to practice as a mid-level in the State of Texas

Annual continuing Behavioral Health education as required by nursing specialty

Must be registered and have current DEA, DPS and other such certificates to legally operate as a practitioner in the State of Texas

Bilingual in English and Spanish desired

Certified in Cardiopulmonary Resuscitation (CPR)

PHYSICAL ACTIVITIES AND REQUIREMENTS:

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| Finger Dexterity: | Using fingers to make small movements such as typing or picking up small objects. |
| Talking: | Frequently conveying detailed or important instructions or ideas accurately, clearly, or quickly. |
| Hearing: | Able to hear average or normal conversations and receive ordinary information. |
| Repetitive Motions: | Frequently and regularly using the wrists, hands, and fingers. |
| Visual: | Average, ordinary, visual acuity necessary to prepare or inspect documents or other materials. |
| Physical: | Sedentary work; sitting most of the time. May have to lift folders, files, papers, audio/video equipment, and other such items weighing up to approximately 25 lbs. |
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Mid-level

Date

Behavioral Health Director

Date

NOTE: This job description is intended to describe the general nature and level of work performed. It is not intended to serve as an exhaustive list of all duties, skills, and responsibilities required. Additionally, this job description is not intended as an employment contract, implied or otherwise, and CommuniCare continues to maintain its status as an at-will employer.