



Community Health Center

PSYCHIATRIC NURSE PRACTITIONER

Within the scope of licensing, training, credentialing, and privileging, the Psychiatric Nurse Practitioner diagnoses patients' psychiatric conditions and their causes. They interview patients about symptoms and complaints, and determine whether a psychiatric disorder has a physiological or emotional basis. They screen patients for physical illness and analyze explanations for psychiatric illness, such as developmental issues, family dysfunction, genetics, neurological trauma or social or cultural problems. Assessment of risk factors for mental illness and broader wellness evaluations is also conducted. Based upon a diagnosis, the Psychiatric Nurse Practitioner may prescribe or administer therapy (e.g. conduct individual, group or family counseling sessions), medication (e.g. psychotropic), and other specialized medical care to treat or prevent psychiatric and related illness, disease, injury, or trauma. For patients on medications, the Psychiatric Nurse Practitioner monitors their use and documents treatment results. For patients experiencing a mental crisis, the Psychiatric Nurse Practitioner may intervene with therapy or medication or refer patients to other providers.

ESSENTIAL TASKS:

1. Reviews medical history of patients referred for treatment.
2. Conducts psychiatric examinations of patients.
3. Treats psychiatric disorders.
4. Maintains patient records in a systematic format in accordance with health center policies; participates with physicians in a periodic review of patients' health records to determine health status;
5. Reviews patient records, assures that treatments are appropriate and within normal parameters for the diagnoses, and assures that records are properly maintained;
6. Consults to other providers regarding mental, behavioral, emotional, geriatric, and substance abuse disorders including psychiatric evaluation of medical records, other psychiatric reports, psychometric and/or projective tests, and other accumulated data for medical diagnostic purposes;
7. Prepares reports of patients' psychiatric status, history, treatment, or progress (including for legal or consultative purposes) for other physicians, agencies, or insurance carriers;
8. Requests consultation when: (a) diagnosis and/or management remain in doubt over an unduly long period of time, especially in the presence of a life threatening illness; (b) unexpected complications arise which are outside this level of competence; and (c) specialized treatment or procedures are contemplated with which they are not familiar;
9. Provides information or consultation to promote wellness or prevent onset or worsening of psychiatric and other health-related disorders and instructs patients and/or families on treatment plans;
10. Pursues a continuing program to maintain or enhance competency as a physician; maintain high levels of current knowledge about new developments in medicine and within this medical specialty;
11. Immediately reports any discovered or suspected violations of HCC's protected health information privacy or security policies and procedures to the Administrative Manager or Medical Director;
12. Participates in medical staff and other HCC meetings and committees, including activities related to HCC's Continuous Quality Improvement Plan;
13. May be involved in interviewing and selection of health care employees;
14. May be assigned "on call" responsibility for HCC;
15. Ensures that patient records are kept confidential consistent with the Health Center policies and procedures and HIPAA standards;
16. Immediately reports any discovered or suspected fraud, waste, or abuse of health center funds to the



Community Health Center

Administrative Manager or Medical Director;

17. Establishes and maintains a collaborative agreement with a Health Center physician; and
18. Other tasks as assigned.

MINIMUM QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

1. Current New York State Nurse Practitioner license.
2. One-year experience as a Psychiatric Nurse Practitioner preferably within a community medical setting.
3. Current DEA certificate without restriction.
4. Unrestricted ability to participate in Medicare, Medicaid and other insurance reimbursement programs.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of evidence-based and best practices in general medicine and psychiatry.
2. Ability to work independently.
3. Ability to communicate effectively both verbally and in writing.
4. Ability to deal tactfully and patiently with patients.
5. Ability to establish and maintain records, reports and statistical data.
6. Ability to enter and retrieve data in a computer.
7. Ability to use initiative and judgment.
8. Ability to maintain effective working relationships with other related agencies; professionals and citizen groups;
9. Skill in diagnostic procedures for diseases and the drug therapy needed for treatment of these medical conditions.

This position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands, and work environment conditions. Position descriptions are reviewed and revised to meet the changing needs of the agency at the sole discretion of executive management.



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