



## VALLEY HEALTH TEAM

LIVE BETTER. VIVE MEJOR.

### JOB DESCRIPTION

POSITION:	PSYCHIATRIC MENTAL HEALTH NURSE PRACTITIONER
REPORTS TO:	DIRECTOR OF BEHAVIORAL HEALTH
POSITIONS SUPERVISED:	NONE
CLASS:	REGULAR
CAT:	FULL-TIME EXEMPT

### **BASIC FUNCTIONS:**

Under the supervision of the Director of Behavioral Health, the Psychiatric Mental Health Nurse Practitioner (PMHNP) provides outpatient psychiatric care in a primary care setting. This includes psychological assessment, diagnosis of individual therapy, medication management services, case management services, referral, and follow-up to acute, chronic, or moderately disturbed mentally ill clients and/or patients, and consultation with outside facilities and/or agencies. The PMHNP will work in a multi-disciplinary team, which will include behavioral health providers, medical providers, and behavioral health case managers to coordinate patient care as necessary and appropriate..

### **DUTIES AND RESPONSIBILITIES:**

1. Responsible for providing psychiatric services to patients, diagnose or evaluate mental and emotional disorders of adults, adolescents and children. Administers programs of treatment; interview patients in clinics, hospital, and other settings and studies medical and social case histories.
2. Prescribe, recommend, or discontinue drugs and treatment as medically necessary and appropriate to treat mental, emotional, or behavioral disorders.
3. Observe patients in various situations: select, administer, and interpret intelligence, personality or other psychological tests to diagnose disorders and formulate plans of treatment, and provide consultation to other mental health professionals with regard to assessment results.
4. Assess patient program and modify treatment programs accordingly; communicate with and counsel family members as appropriate.
5. Document psychiatric case consultations, evaluations, and therapy sessions, in accordance with policy and procedure regarding medical records; implement and adhere to policies which ensure patient confidentiality.
6. Provide crisis intervention in situations requirement immediate psychological treatment.
7. Examine or order laboratory or diagnostic test for patient's to provide information on general physical condition and mental disorders.
8. Collaborate with guardians, relatives, and significant others on patient's conditions and treatment when clinically appropriate.
9. Participate in education programs, in-service meetings, clinician meetings, and workshops to enhance professional development and maintain currency of methodology and techniques.
10. May instruct and direct students service psychological and/or psychiatric internships in a primary care setting.
11. On a temporary basis, may be required to work at any satellite facility.
12. Contribute to team effort by assisting other departments as needed and while maintaining confidentiality of VHT's business.
13. Work cooperatively with all staff members and outside sources in a professional manner to deliver a high level of service.
14. Able to document and navigate EHR independently.
15. Ability to effectively communicate and interact with individuals involved in all aspects of programming – children parents, school faculty and staff, members of the community.
16. Observe and practice all VHT Patient Experience Service Standards as outlined in “World Class Practices: My Commitment to Care (which I have read and signed). Practice CICARE when interacting with patients, their families, visitors, or internal customers.
17. Practice CICARE phone etiquette during all phone interactions.

18. Always exercise courtesy whenever patients, family members, visitors and co-workers are present.
19. Respect privacy and dignity of our patients, family members, visitors and co-workers.
20. Maintain professionalism in the presence of patients, their families, visitors and co-workers.
21. Act as a role model, verbally and behaviorally demonstrating skill, enthusiasm, positive problem solving, commitment and loyalty to the profession and the organization.
22. Engage as a member of the care team caring for individuals in the community
23. Prep for and lead daily huddles
24. Promote and educate on evidence-based preventive care, chronic care needs, and self-management support
25. Follow applicable regulations: Joint Commission, OSHA, HIPAA, and CLIA.
26. Serves and protects the practice by adhering to professional standards, policies and procedures, federal, state, and local requirements, and The Joint Commission Accreditation of Healthcare Organization standards.
27. Perform other related duties, which may be inclusive, but not listed in the job description.

**MINIMUM QUALIFICATIONS:**

1. Masters or Doctorate Degree in Nursing with focus on Psychiatric Nursing
2. Must be board certified in the State of California
3. Eligibility waiver to work in Public Mental Health
4. Current Basic Life Support card
5. Current DEA certificate (if applicable)
6. Knowledge of principles of psychology applicable to care, treatment and rehabilitation of children and adults with behavioral, developmental or psychological disturbances
7. Knowledge of psychological testing devices and methods
8. Modern office practices and procedures (including email)
9. Must show professionalism especially when working with patients
10. Ability to be flexible with work schedule and available to work at all site locations
11. Must have own transportation, valid California Driver's License and current proof of automobile insurance coverage with minimum liability limits required by the State of California.
12. Demonstrated ability to provide world-class patient experience using CICARE principles and practices. Ability to be proactive and to go above and beyond the call of duty; take initiative to provide a world class patient experience in all encounters via email, phone or in person.

**TYPICAL WORKING CONDITIONS:** The office setting is a normal work environment. Occasionally work during early morning, evening or weekend. May be subjected to temperature variances in the office.

**TYPICAL PHYSICAL DEMANDS:** Requires sitting, standing, or walking for up to eight hours a day. Some bending, stretching, or reaching may be necessary. Lifting up to 40 pounds may be required on occasion. Vision must be correctable to normal range to perform essential functions of position and hearing must be in the normal range for telephone contact. Reasonable accommodations for these and any other physical demands will be made upon disclosure of disabilities that can be accommodated without undue hardship.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. As noted above, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

While performing the duties of this job, the employee may come in contact with hazardous equipment such as liquid nitrogen, cleaning agents, and sharps. The noise level in the work environment is usually moderate but may become excessively loud with the increased patient flow during a busy clinic day.

I, the employee, understand the responsibilities and standards of my position as listed above, and I agree to fulfill them to the best of my ability. I understand I am an at-will employee and can be terminated at any time with or without cause. I also understand the Valley Health Team Inc. will not be responsible in any manner for termination's

which are due to defunding of Federal or State Contracts. I also agree that the VHT Board of Directors have the right to modify the Personnel Policies which govern my employment at any time. Further, these job duties are subject to necessary based on changes in the position or duties to fulfill the essential functions of this position.

VHT is an Equal Opportunity Employer. No aspect of employment with VHT will be influenced in any manner by sex, including pregnancy, perceived pregnancy, reproductive health decision-making, childbirth, breastfeeding or related medical conditions; race, including traits historically associated with race, hair texture and protected hairstyles; religion or creed, including religious dress and grooming practices; color; gender, gender identity, gender expression, transgender, transitioning, having transitioned, perceived to be transitioning; national origin, including language use and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law; ancestry; physical or mental disability, perceived disability; requesting accommodation for disability or religious beliefs; medical condition, including HIV and AIDS; genetic characteristics or information (including information from the employee's or family members' genetic tests), and manifestation of a disease or disorder in the employee's family member; marital status, registered domestic partner status, age, sexual orientation, citizenship, military/service member status, as well as any other category protected by federal, state or local law or ordinance or regulation.

VHT prohibits unlawful discrimination, harassment and retaliation based on the perception that anyone has any of these characteristics, or is associated with a person who has or is perceived as having any of these characteristics.

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Employee's Signature

\_\_\_\_\_  
Date