

POSITION DESCRIPTION

POSITION TITLE: Nurse Practitioner/Psychiatric-Mental Health

DEPARTMENT: Vinton Family Medical Clinic

INCUMBENT:

DATE EFFECTIVE:

REPORTS TO: Medical Director

Director of Clinic Operations

EXPOSURE CATEGORY 3

GENERAL STATEMENT OF DUTIES:

Works a combination of 4 days per week in clinic and 1 day on administrative matters and colleague consultation on cases, but hours may be long and irregular. May occasionally work more than 40 hours per week including week-ends as necessary. The duties to be performed by the Nurse Practitioner shall in all events be consistent with the general practice of medicine in accordance with the customary rules and ethics and conduct of the Iowa Board of Nursing and such other bodies, formal or informal, government or otherwise.

SUPERVISION RECEIVED:

By Director of Clinic Operations on administrative issues.

SUPERVISION EXERCISED:

The incumbent will ensure that all support staff under him/her shall operate in a clinically and fiscally responsible manner.

TYPICAL PHYSICAL DEMANDS:

- Must be able to move intermittently throughout the workday.
- Must be able to speak and write the English language in an understandable manner.
- Must be able to cope with the mental and emotional stress of the position.
- Must possess sight/hearing senses or use of prosthetics that will enable these senses to function so that the requirements of this position can be fully met.
- Must function independently, have flexibility, personal integrity, and the ability to work effectively with patients, personnel, and support agencies.
- Must be in good general health and demonstrate emotional stability.
- Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and

at times hostile people within the facility.

- Must be able to assist in the evacuation of residents and patients.

TYPICAL WORKING CONDITIONS:

- Works in office areas as well as throughout the facility.
- Sits, stands, bends, lifts, and moves intermittently during working hours.
- Is subject to frequent interruptions.
- Is involved with residents, family members, personnel, visitors, government agencies/personnel, etc., under all conditions/circumstances.
- Is subject to hostile and emotionally upset residents, patients, family members, personnel, visitors, etc.
- Works beyond normal working hours when necessary.
- May be exposed to diseases and viruses.

ESSENTIAL DUTIES:

Medical Records

- The Nurse Practitioner shall maintain medical records on behalf of each patient seen. Such records shall at all times be the property of the employer.
- Patient dictation shall be completed in a timely manner and in accordance with the by-laws of the Virginia Gay Hospital Medical Staff.

Nurse Practitioner Responsibilities

- The incumbent will provide mental health and family medicine services to patients including therapy, social rehabilitation, crisis intervention and outreach services.
- The incumbent will see patients of all ages and life stages performing initial assessments, medication checks and working with the integrative team to ensure the care of the patient is met.
- Assess and develop individualized plans of care for all patients.
- Incumbent will include explaining treatment plans to patients and their families, maintaining patient records, preparing reports, monitoring progress toward treatment goals and conducting annual reviews of active treatment plans.
- Participate in the development, execution and periodic review of the written policies governing the services the clinic furnishes.
- Provide services in accordance with those policies.
- Arrange for, or refer patients to, needed services that cannot be provided at the clinics.
- Assure that adequate patient health records are maintained and transferred as required when patients are referred.
- Nurse Practitioner shall perform medical services in accordance with the rules of ethics governing the practice of medicine. The mid-level is under no obligation or requirement to refer patients to any healthcare provider and the amount of compensation will not vary based upon referrals made.
- Employee is responsible to attend required educational offerings to maintain licensure

- in the State of Iowa.
- Employee shall delegate duties to support staff as appropriate.
- Employee shall maintain medical staff privileges at Virginia Gay Hospital.
- Appropriate duties as assigned

Acceptance of Patients

Nurse Practitioner, and employer shall have mutual authority over acceptance or refusal of any patient and delegation of patients among employees of the employer.

Marginal/Incidental Duties:

- Conducts educational offerings.
- Speaks to hospital and community groups.
- Participates in health-related activities and groups.
Maintains membership in professional organizations.

Education/Experience:

Must be AANP or ANCC certified with active RN license. Master's degree or higher from a psychiatric- mental health nurse practitioner program with at least 500 clinical hours accredited by the Commission of Collegiate Nursing Education (CCNE) of the American Commission for Education in Nursing (ACEN). Should also have Psychiatric-Mental Health Nurse Practitioner Certification (PMHNP-BC). Must have or be eligible for DEA or CSA registration.