

DEPARTMENT: NIAGARA COUNTY MENTAL HEALTH
CLASSIFICATION: NON-COMPETITIVE - NYSCSC APPROVED 06/17/2010
APPROVED: AUGUST 5, 2014

REGISTERED PROFESSIONAL NURSE – MENTAL HEALTH

DISTINGUISHING FEATURES OF THE CLASS: This position works as a member of a multi-disciplinary clinical treatment team providing a total therapy program individually tailored for persons with mental hygiene needs. Incumbents serve as the medical and psychiatric nursing care specialists on a treatment team in consulting with and advising team members; coordinating treatment efforts with program staff and contractual prescribers (psychiatrists and nurse practitioners); developing and carrying out a treatment plan for a caseload of clients. This position is distinguished from other Registered Professional Nurse positions by its role as primary nursing care specialist to a caseload of mentally ill, chemically dependent or developmentally disabled clients and families in a mental hygiene setting. The incumbent is recognized as the Qualified Health Professional assigned to the case and may be subject to license suspension or termination for Office of Mental Health violations. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Conducts independent mental status, assessment for need for treatment, risk and lethality assessments, diagnostic impressions and provides recommendations regarding level of care and need for hospitalization (within the jail this includes constant observation, active supervision recording, and housing);
2. Independently triages cases based on clinical need, risk and acuity for initial evaluation and for follow-up by program staff and by contractual prescribers (psychiatrists and nurse practitioners);
3. Prepares, implements and evaluates clinical treatment plans for follow-up of identified needs, and oversees the preparation and implementation of the care plans produced by Licensed Practical Nurses (LPN);
4. Identifies and follows-up on referrals to the mental health program;
5. Conducts initial and follow-up clinical evaluation and intervention;
6. Provides therapy and psychoeducation to individuals regarding mental illness and medications, consultation regarding personal coping, wellness, and safety (includes sleep, diet, exercise, conflict resolution, etc), and crisis intervention. Therapy and psychoeducation may be provided in group settings;
7. Follows audit readiness guidelines and completes charting and documentation for each face-to-face contact and each client related phone contact with collaterals and files in appropriate chart locations;
8. Works with a computerized database or electronic record to produce reports and charting;
9. Processes, tracks, and follows-up on requests for mental hygiene evaluations, coordinates with and on behalf of department administration, with other county personnel and mental health contractors and/or contractual agencies;
10. Completes work and statistical reports and summaries such as Daily Service Logs, program referrals and rosters (census), and monthly and annual reports;
11. Coordinates with hospitals and other facilities for emergency or planned transfer and continuity of clinical care including verbal consultation and written report;
12. Works to verify medications that individuals have taken previously and follows-up in a timely fashion, coordinating with other medical staff as appropriate, to ensure continuity of care in the administration of prescribed medications;
13. May dispense and administer medications ordered by a prescriber (medical doctor, psychiatrist, nurse practitioner, etc.);
14. Conducts rounds and assists mental health physicians/prescribers (i.e. psychiatrist/mental health nurse practitioner) in the examination of patients and to triage cases, and posts and follows-up on medical orders in a timely fashion;
15. Works as a mental health services team member with Social Workers, Mental Hygiene Practitioners, discharge and/or transitional case managers, other RNs, and the program supervisor; oversees the LPN; and actively participates in staff meetings;

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REGISTERED PROFESSIONAL NURSE – MENTAL HEALTH CONTINUED

16. May assign work and/or supervise non-licensed program staff, LPNs or other RNs and prepares staff evaluations;
17. Refers individuals as appropriate to other services during treatment episode and provides referral information for community based services upon discharge. Oversees referrals made by LPN;
18. Responds to requests for clinical information and processes subpoenas and other informational requests under the direction of the program supervisor;
19. Independently identifies high risk, high profile, high acuity cases to supervisors and communicates risk factors to appropriate referring programs/agencies;
20. Coordinates care for individuals served by the Assisted Outpatient Treatment Program
21. Provides coordination and report of critical issues as needed to the department and other providers;
22. Coordinates clinical services to individuals involved in the legal system for continuity of care;
23. May provide psychotropic medication administration;
24. May collect and process mail and communications for the program in a timely fashion;
25. Participates in the crisis on-call rotation.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of principles, procedures, and techniques of current professional nursing practices; good knowledge of mental health, drug abuse and alcohol issues; good knowledge of and understanding of human behavior; working knowledge of the needs of patients and services available in a mental hygiene setting; good communication and writing skills; skill in the application of current nursing procedures and techniques of patient care in a mental hygiene setting; skill in the application of current mental health clinical procedures and techniques of crisis intervention and mental health care; basic computer skills; ability to recognize the needs of patients in a mental hygiene setting; ability to provide instruction to clients and/or families regarding prevention and mental health care; ability to maintain effective working relationships in dealing with patients in a mental hygiene setting; ability to communicate effectively orally and in writing, ability to accept and utilize guidance; ability to perform duties in accordance with the AHA Code for Professional Nurses; ability to engage persons with varied needs; good judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

One (1) year of paid experience in a supervised mental hygiene program such as mental health, developmental disabilities, alcohol or substance abuse related services, aging services working with alzheimers and dementia, or hospice type services working with depression and grief.

NOTE: Part-time experience will be pro-rated towards meeting the experience requirement.

SPECIAL REQUIREMENTS:

License and current registration to practice as a Registered Professional Nurse in New York State.