

JOB DESCRIPTION

Title: Psychiatric Nurse	Division/Department: ACT
Department: Assertive Community Treatment	FLSA (Fair Labor Standard Act) Status: Exempt
Reports To: Team Leader	Employment Status: FT

SUMMARY

The Registered Nurse is an integral member of the ACT multidisciplinary team. The Registered Nurse is responsible for conducting psychiatric assessments; accessing physical health needs; making appropriate referrals and collaborating with community physicians; providing management and administration of medication in conjunction with the psychiatrist; providing a range of treatment, rehabilitation, and support services; and sharing case management responsibilities with other staff.

The Registered Nurse provides chart management for an assigned group of clients including responsibility for developing, writing, and revising overall treatment goals and plans in collaboration with other Team members. Also, educating and supporting clients' families, and advocating for clients' rights and preferences.

Function #1: Manage the medication system, administer and document medication treatment.

Nurses take the lead on transcribing and filling prescription orders, storing and putting together medication deliveries and packets, managing IM injection schedules and administering injections, and ensuring that the Medication Administration Record (MAR) and all other documentation related to medications is accurate and up-to-date.

Function #2: Screen and monitor consumers for medical problems/side effects.

Nurses conduct regular screening for medical conditions and side effects of medications (e.g., screening for metabolic syndrome for consumers taking atypical antipsychotics, and/or completing the abnormal involuntary movement scale (AIMS) assessment) and consistently monitor existing medical conditions (e.g., blood glucose levels in diabetic consumers).

Function #3: Communicate and coordinate services with the other medical providers.

Nurses regularly contact inpatient and outpatient medical and psychiatric care providers who are treating ACT consumers. This may occur when a consumer is hospitalized or when they have an outpatient medical appointment. Contact may be with nursing staff, primary care/medical providers, or psychiatric care providers. Health communication forms are reliably used to relay and receive information from non-ACT health providers.

Function #4: Engage in health promotion, prevention, and education activities.

Nurses consistently engage in health promotion, prevention and education activities, such as:

- Assessing for risky behaviors (e.g., unsafe sex) and attempting behavior change;
- Assessing and intervening on health/medical risk factors or conditions (e.g., providing education and monitoring of diets specific to diabetic needs or to prevent and address obesity, hypertension and high cholesterol);
- Tracking all age-related and family history health screens (e.g., a colonoscopy at age 50, prostate exam for men at age 50 or earlier if African-American or a family history; a mammogram for women at age 40);
- Engaging in strategies to reduce tobacco use;
- Assessing wellness/health management skills and collaboratively working with the team on developing a wellness management plan or strategy.

Function #5: Educate other team members to help them monitor psychiatric symptoms and medication side effects.

Nurses provide regular education to other team members, either formally (e.g., cross-training) or informally (in the daily team meeting) to help them monitor psychiatric symptoms and medication side effects.

Function #6: When consumers are in agreement, develop strategies to maximize the taking of medications as prescribed.

Nurses work with the psychiatric care provider and team to develop ways to improve medication adherence, such as:

- Behavioral tailoring (tying med box to toothbrush as a reminder to take medications)
- Using cues and reminders (post-it notes, prompts from the team, setting up a cell phone or computer reminder), and pill organizers
- Switching dosing from several times a day to one time a day; considering IM injection because it is preferred by the consumer.

Duties and Responsibilities include but are not limited to:

Document client progress and services provided in the Client's Electronic Medical record.

Participate in daily staff organizational meetings and treatment planning review meetings.

Provide ongoing assessment of clients' mental illness symptoms and clients' response to treatment.

Provide symptom education to enable clients to identify their mental illness symptoms.

Participate in providing rehabilitation services.

Provide ongoing assessment, problem solving, side-by-side services, skill training, supervision (e.g., prompts, assignments, monitoring, encouragement), and environmental adaptations to assist clients with activities of daily living.

Assist clients to find and maintain a safe and affordable place to live – apartment hunting, finding a room-mate, landlord negotiations, cleaning, furnishing and decorating, and procuring necessities.

Assist and support clients to carry out personal hygiene and grooming tasks.

Provide nutrition education and assistance with meal planning, grocery shopping, and food preparation.

Assist and support clients to perform household activities, including house cleaning and laundry.

Ensure that clients have adequate financial support (e.g., help to gain employment or apply for entitlements).

Teach money-management skills (e.g., budgeting and bill paying) and assist clients in accessing financial services (e.g., professional financial counseling, emergency loan sources).

Assist and support clients to have and effectively use a personal primary care physician, dentist, and other medical specialists as required.

JOB SPECIFICATIONS

Education, Experience and Credentials

The psychiatric nurse may have a master's, bachelor's or associate degree in nursing, must be licensed as a registered nurse, and should have at least one year of work experience in an inpatient or outpatient psychiatric setting. Must have a strong commitment to the right and ability of each person with a severe and persistent mental illness to live in normal community residences; work in market jobs; and have access to helpful, adequate, competent, and continuous supports and services. Skills and competence to establish supportive trusting relationships with persons with severe and persistent mental illnesses and respect for client rights and personal preferences in treatment are essential.

Level of Access for Electronic Protected Health Information

Nurses

Knowledge, Skills and Abilities

CONDITIONS OF EMPLOYMENT: Must possess a valid driver's license and have an operating vehicle for transportation purposes.

Must have a strong commitment to the right and ability of each person with a severe and persistent mental illness to live in normal community residences; work in market jobs; and have access to

helpful, adequate, competent, and continuous supports and services. Skills and competence to establish supportive trusting relationships with persons with severe and persistent mental illnesses and respect for client rights and personal preferences in treatment are essential. Must have a valid Minnesota driver's license.

PHYSICAL REQUIREMENTS

Incumbent must be able to:

- Hear and speak in order to use telephone and communicate with people inside and outside the office.
- Sit at a desk for extended periods of time and perform long hours of work sitting at a computer.
- Apply manual dexterity and visual acuity for computer keyboarding and office equipment use and light maintenance.
- Visual ability to review detailed schedules and information.
- Physical ability to move around office area and the community repeatedly throughout the day.

TOOLS AND EQUIPMENT USED

Incumbent must be able to use multi-line telephone, calculator, copy machines, facsimile machines, computers, postage machine, and other office equipment.

WORK ENVIRONMENT

Duties are performed indoors in an office/community setting and client's homes or other community locations.