

Peninsula – Division of Parkwest

Psychiatric RN for Inpatient Services - Hospital

42-307

Created/Revised: 09-29-14

Reviewed: 09-29-14

Position Summary:

Responsible for quality patient care by providing clinical direction as part of a patient care team and by using the nursing process in assessing, planning, implementing, and evaluating the delivery of patient care.

Reports To: Reports to the Nurse Manager under the guidance of the Director of Nursing.

Supervises: Provides clinical supervision for the Licensed Practical Nurses, the Nursing Assistants, the Family Practice Attendants, and the Program Counselors.

Position Qualifications:

Minimum Education: A graduate of an accredited nursing school.

Minimum Experience: Previous experience in the practice of psychiatric nursing desired but not mandatory.

Licensure Requirement: Current licensure as a registered professional nurse in the State of Tennessee. CPR required.

Aptitude: Must demonstrate the ability to work effectively with others and within a team approach. Must have excellent assessment skills. Must demonstrate the ability to apply principles of nursing care. Must show the ability to organize, plan, deliver, and document quality patient care. Must have emotional stability and empathy sufficient to care for emotionally unstable patients.

Physical Requirement: Type P

Position Accountabilities and Performance Criteria:

Unit and Clinical Responsibilities

1. Provides proper supervision and guidance in the daily activities of the program as part of a patient care team.
2. Responsible for maintaining a safe and therapeutic patient environment as part of a patient care team.
3. Demonstrates and maintains competence in therapeutic communication, supportive counseling, small group dynamics, scheduled activities, and the therapeutic milieu to manage the unit, to provide support and limits for the patients, and to carry out the Treatment Plan for each patient.

The above statements are intended to describe the general nature and level of work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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4. Implements the use of restrictive measures with patients as necessary in collaboration with medical staff when least restrictive measures have failed and provides clinical supervision during the intervention.
5. Assists in the training, orientation, and teaching of new staff members as directed by the Nurse Manager or Nurse Supervisor.
6. Performs medication administration duties.
7. Implements physician orders accurately and with proper documentation.
8. Solicits administrative or medical consultation to assure quality patient care.
9. Accesses emergency medical care for patients, provides a report to the Emergency Room, assures that a report from the Emergency Room is provided before the return of the patient, and facilitates the receipt of records. Provides for patient stabilization.
10. Determines patient acuity and makes patient care assignments to appropriate nursing staff.
11. Facilitates the admission process and discharge process and assures that all relevant information is comprehensive, accurate, and appropriately documented.
12. May perform 24-hour chart reviews.
13. Participates in the treatment team process by interacting with the multidisciplinary team of care providers.
14. Applies Infection Control, Hospital Emergency, Hazardous Materials Management, and Patient/Proprietary Information Confidentiality policies.
15. Advocates for the rights of the patients and is able to process patient complaints and concerns.
16. Formulates nursing diagnosis (using NANDA taxonomy) and uses standard DSM IV classifications of mental disorders to express conclusions supported by the collection of data.
17. Develops treatment plans with specific goals that are patient-centered, time-oriented, and measurable and that are unique to each patient's needs.
18. Can perform ECG, VP, and Bedside Glucose Meter procedures.
19. Understands and is familiar with all Hospital policies and procedures, especially those relevant to his/her respective program.

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Training and Development Responsibilities

1. Maintains all necessary certifications – CPR, TCI, etc...
2. Attends on regular basis staff training and development sessions and unit staff meetings in order to enhance job knowledge.
3. Will provide input for policy changes that impact programming and patient care.

Personal Responsibilities

1. Is punctual and prepared to perform duties and responsibilities.
2. Presents a professional image, both in appearance and delivery of service.
3. Communicates with supervisory staff all work-related issues, concerns, and problems.
4. Works well with co-workers and ensures that necessary communication and cooperation takes place.
5. Able to demonstrate consistently the ability to hold accountable self and co-workers.
6. Adheres to the ethics and values of the organization as outlined in the PBH “Standards of Performance”.
7. Understands the mission of the organization and is able to communicate such to others.
8. Maintains a positive attitude and shows the ability to problem-solve through the chain of command.
9. Adheres to and promotes patient rights.
10. Strives to provide exemplary customer service.

Employee: _____

Supervisor: _____

Date: _____

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Peninsula – Division of Parkwest

Psych RN-Inpatient Svcs-Hospital
42-307
Created/Revised: 09-29-14
Reviewed: 09-29-14

Employee's Name:
Evaluation Date:
Supervisor's Name:
Employee's Signature:

Position Accountabilities and Performance Criteria:

Unit and Clinical Responsibilities



1. Provides proper supervision and guidance in the daily activities of the program as part of a patient care team.



2. Responsible for maintaining a safe and therapeutic patient environment as part of a patient care team.



3. Demonstrates and maintains competence in therapeutic communication, supportive counseling, small group dynamics, scheduled activities, and the therapeutic milieu to manage the unit, to provide support and limits for the patients, and to carry out the Treatment Plan for each patient.



4. Implements the use of restrictive measures with patients as necessary in collaboration with medical staff when least restrictive measures have failed and provides clinical supervision during the intervention.



5. Assists in the training, orientation, and teaching of new staff members as directed by the Nurse Manager or Nurse Supervisor.



6. Performs medication administration duties.



7. Implements physician orders accurately and with proper documentation.



8. Solicits administrative or medical consultation to assure quality patient care.

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Psych RN-Inpatient Svcs-Hospital

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Employee's Signature:



9. Accesses emergency medical care for patients, provides a report to the Emergency Room, assures that a report from the Emergency Room is provided before the return of the patient, and facilitates the receipt of records. Provides for patient stabilization.



10. Determines patient acuity and makes patient care assignments to appropriate nursing staff.



11. Facilitates the admission process and the discharge process and assures that all relevant information is comprehensive, accurate, and properly documented.



12. May perform 24-hour chart reviews.



13. Participates in the treatment team process by interacting with the multidisciplinary team of care providers.



14. Applies Infection Control, Hospital Emergency, Hazardous Materials Management, and Patient/Proprietary Information Confidentiality policies.



15. Advocates for the rights of the patients and is able to process patient complaints and concerns.



16. Formulates nursing diagnosis (using NANDA taxonomy) and uses standard DSM IV classifications of mental disorders to express conclusions supported by the collection of data.



17. Develops treatment plans with specific goals that are patient-centered, time-oriented, and measurable and that are unique to each patient's needs.



18. Can perform ECG, VP, and Bedside Glucose Meter procedures.

The above statements are intended to describe the general nature and level of work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Peninsula – Division of Parkwest

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Employee's Name:

Evaluation Date:

Supervisor's Name:

Employee's Signature:

19. Understands and is familiar with all Hospital policies and procedures, especially those relevant to his/her respective program.

Training and Development Responsibilities

1. Maintains all necessary certifications – CPR, TCI, etc...

2. Attends on a regular basis staff training and development sessions and unit staff meetings in order to enhance job knowledge.

3. Will provide input for policy changes that will impact programming and patient care.

Personal Responsibilities

1. Is punctual and prepared to perform duties and responsibilities.

2. Presents a professional image, both in appearance and delivery of service.

3. Communicates with supervisory staff all work-related issues, concerns, and problems.

4. Works well with co-workers and ensures that necessary communication and cooperation takes place.

5. Able to demonstrate consistently the ability to hold accountable self and co-workers.

6. Adheres to the ethics and values of the organization as outlined in the PBH "Standards of Performance".

The above statements are intended to describe the general nature and level of work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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**Employee's Name:
Evaluation Date:
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Employee's Signature:**

7. Understands the mission of the organization and is able to communicate such to others.

8. Maintain a positive attitude and shows the ability to problem-solve through the chain of command.

9. Adheres to and promotes patient rights.

10. Strives to provide exemplary customer service.

Peninsula –Division of Parkwest

Licensed Clinical Therapist - Outpatient

23-455b

Created/Revised: 06-01-15

Reviewed: 06-01-15

Position Summary:

Provides direct clinical services including psychosocial assessments, Individual, family and group psychotherapy. In addition, can utilize a variety of intervention techniques based on the diagnosis of patient and the dynamics of the family or group. Such services must be provided efficiently in a manner that is responsive to the needs of the patient and the goals of the organization.

Position Qualifications:

Minimum Education: Master's Degree

Minimum Experience: Two (2) years clinical experience in behavioral health.

Licensure Requirement: LMFT, LPC or LCSW required.

Physical Requirements: Type D

Position Accountabilities and Performance Criteria:

1. Provides group, family or individual therapy in accordance with assessed needs.
2. Communicates with multidisciplinary team members and community professionals regarding patient issues or needs that impact on quality of care.
3. Acts as liaison between outpatient clinic and inpatient facilities when clients are hospitalized.
4. Prepares psychosocial assessment including diagnosis on each patient seen for intake. Evaluates family dynamic and treatment needs.
5. Provides clinical data obtained from intake and develops the treatment plan in conjunction with other members of the multidisciplinary team.
6. Assist the Clinical Supervisor with providing clinical direction/supervision to staff regarding clinical aspects of treatment, including strategies with individual patients.
7. Assists with crisis assessments and facilitation of acute care when indicated.
8. Completes documentation and procedures for reimbursement of services in accordance with all policy and regulatory requirements.

The above statements are intended to describe the general nature and level of work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Peninsula –Division of Parkwest

Licensed Clinical Therapist - Outpatient

23-455b

Created/Revised: 06-01-15

Reviewed: 06-01-15

9. Consistently meets target for service volumes.
10. Participates in quality improvement projects and task forces.
11. Maintains provider status with all applicable third party payers and works with credentialing staff to increase the number of provider panels.
12. Maintains professional growth and development through seminars, workshops and professional affiliations to keep abreast of latest trends.
13. Assists with maintaining established clinic policies and procedures, and quality, safety, environmental and infection control standards.
14. Maintains caseload and delivers appropriate service levels.
15. Performs utilization management functions as needed.
16. Participates in referral development and community relations activities as assigned.
17. Performs other duties as assigned.

Employee: _____

Supervisor: _____

Date: _____

Peninsula-Division of Parkwest

**Licensed Clinical Therapist-Outpt
23-455b
Created/Revised: 06-01-15
Reviewed: 06-01-15**

**Employee's Name:
Evaluation Date:
Supervisor's Name:
Employee's Signature:**

Position Accountabilities and Performance Criteria:



1. Provides group, family or individual therapy in accordance with assessed needs.



2. Communicates with multidisciplinary team members and community professionals regarding patient issues or needs that impact on quality of care.



3. Acts as liaison between outpatient clinic and inpatient facilities when clients are hospitalized.



4. Prepares psychosocial assessment including diagnosis on each patient seen for intake. Evaluates family dynamic and treatment needs.



5. Provides clinical data obtained from intake and develops the treatment plan in conjunction with other members of the multidisciplinary team.



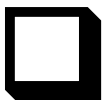
6. Assist the Clinical Supervisor with providing clinical direction/supervision to staff regarding clinical aspects of treatment, including strategies with individual patients.



7. Assists with crisis assessments and facilitation of acute care when indicated.



8. Completes documentation and procedures for reimbursement of services in accordance with all policy and regulatory requirements.



9. Consistently meets target for service volumes.



10. Participates in quality improvement projects and task forces.

The above statements are intended to describe the general nature and level of work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Peninsula-Division of Parkwest

**Licensed Clinical Therapist-Output
23-455b
Created/Revised: 06-01-15
Reviewed: 06-01-15**

**Employee's Name:
Evaluation Date:
Supervisor's Name:
Employee's Signature:**



11. Maintains provider status with all applicable third party payers and works with credentialing staff to increase the number of provider panels.



12. Maintains professional growth and development through seminars, workshops and professional affiliations to keep abreast of latest trends.



13. Assists with maintaining established clinic policies and procedures, and quality, safety, environmental and infection control standards.



14. Maintains caseload and delivers appropriate service levels.



15. Performs utilization management functions as needed.



16. Participates in referral development and community relations activities as assigned.



17. Performs other duties as assigned.

Peninsula – Division of Parkwest

Job Code:	47-421	Job Title:	Psychiatric Technician I, Inpatient Services
Created/Revised:	07-07-21	Reviewed Date:	07-07-21
Employee's Name:		Supervisor's Name:	
Employee's Signature:		Supervisor's Signature:	
Date:		Date:	

Position Summary:

Responsible for quality patient care by providing supervision and guidance for the patients as well as maintaining a safe and therapeutic patient environment.

Position Accountabilities and Performance Criteria:

- 1. Provides proper supervision and guidance in the daily activities of the program as part of a patient care team.
- 2. Responsible for maintaining a safe and therapeutic patient environment.
- 3. Reports patient complaints and/or changes in the patient's psychiatric and/or medical condition promptly to the Registered Nurse.
- 4. Completes all necessary paperwork used in the daily operation of the program and documents in the medical record objective patient care in a competent manner.
- 5. Understands and is able to implement all emergency policies and procedures and ensures that emergency restrictive devices are available on the unit each shift and in good working order.
- 6. Works with the Nurse Manager and/or Nurse Supervisor, and/or the Team Leader Psychiatric Technician, and co-workers to structure and monitor the unit milieu. Reports problems in working with specific patients to the Registered Nurse and/or the Team Leader Psychiatric Technician.
- 7. Participates in the training and orientation of new staff members as directed by the Team Leader Psychiatric Technician and the Nurse Manager or Nurse Supervisor.
- 8. Facilitates, implements, and evaluates patient care goals for patients with the help and supervision of the Registered Nurse.
- 9. Performs and documents monitoring of patient activities on the milieu as well as any specialized observation needs.

The above statements are intended to describe the general nature and level of work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Peninsula – Division of Parkwest

Job Code:	47-421	Job Title:	Psychiatric Technician I, Inpatient Services
Created/Revised:	07-07-21	Reviewed Date:	07-07-21
Employee's Name:		Supervisor's Name:	
Employee's Signature:		Supervisor's Signature:	
Date:		Date:	

- 10. Monitors vital signs, collects urine specimens, and assists patients with the activities of daily living according to appropriate guidelines and policies and under the clinical direction of the Registered Nurse.
- 11. Serves as an extension of Clinical Services/Physical Therapy departments to deliver therapeutic activities.
- 12. Demonstrates and maintains competence in using small group dynamics, scheduled activities, and the therapeutic milieu to carry out the Treatment Plan for each patient as part of a patient care team.
- 13. Uses small group dynamics to manage the unit and to provide support and limits for the patients as part of a patient care team.
- 14. Attends shift report and is prepared to share relevant information about the patients.
- 15. Implements restrictive measures with patients as part of the patient care team and under the direction and supervision of the Registered Nurse.
- 16. Accompanies patients to other facilities for appointments, treatments, etc. as required.
- 17. Maintains all necessary certifications and completes all mandatory assigned education in the specified time frames.
- 18. Attends on regular basis staff meetings and development sessions in order to maintain and enhance job knowledge.
- 19. Is expected to seek out and complete additional voluntary job-related training separate from normal departmental offerings.
- 20. Demonstrates a willingness to participate in facility committees and the design/implementation of patient care initiatives as directed by the Nurse Manager.
- 21. Assists in the orienting and training of new staff as requested.

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Peninsula – Division of Parkwest

Job Code:	47-421	Job Title:	Psychiatric Technician I, Inpatient Services
Created/Revised:	07-07-21	Reviewed Date:	07-07-21
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Employee's Signature:		Supervisor's Signature:	
Date:		Date:	

22. Is punctual and prepared to perform duties and responsibilities.

23. Presents a professional image, both in appearance and delivery of service.

24. Actively ensures a safe, therapeutic milieu through effective and collaborative unit management

25. Communicates to supervisory staff all work-related issues, concerns and problems.

33. Follows policies, procedures, and safety standards. Completes required education assignments annually. Works toward achieving goals and objectives, and participates in quality improvement initiatives as requested.

34. Performs other duties as assigned.

Position Qualifications:

Minimum Education: None specified; will accept any combination of formal education and/or prior work experience sufficient to demonstrate possession of the knowledge, skill and ability needed to perform the essential tasks of the job, typically such as would be equivalent to a high school diploma or GED. Preference may be given to individuals possessing a HS diploma or GED.

Minimum Experience: None

Licensure Requirement: None

Physical Requirements: Type P

The above statements are intended to describe the general nature and level of work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Peninsula – Division of Parkwest			
Job Code:	23-427a	Job Title:	Outpatient Therapist
Created/Revised:	01-07-21	Reviewed Date:	10-01-19
Employee's Name:		Supervisor's Name:	
Employee's Signature:		Supervisor's Signature:	
Date:		Date:	

Position Summary:

Provides direct clinical services including psychiatric diagnostic evaluations, crisis assessment and intervention, individual, family and group psychotherapy under the supervision of a qualified licensed clinician. In addition, develop ability to utilize a variety of intervention techniques based on the diagnosis of patient and the dynamics of the family or group. Such services must be provided efficiently in a manner that is responsive to the needs of the patient and the goals of the organization.

Position Accountabilities and Performance Criteria:

1. Prepares psychiatric diagnostic evaluations including diagnostic impression on each patient seen for admission to outpatient services. Evaluates family dynamic and treatment needs.
2. Prepares comprehensive treatment plan based on assessed needs that recognizes and utilizes patient's strengths.
3. Provides group, family or individual therapy in accordance with treatment plan.
4. Performs follow up in accordance with patient's needs including timely contact with patients who miss appointments
5. Communicates with multidisciplinary team members and community professionals regarding patient issues or needs that impact on clients/consumers quality of care.
6. Provides crisis assessment and intervention, facilitates transfer to acute care when indicated.
7. Acts as liaison between outpatient clinic and inpatient facilities when clients are hospitalized.
8. Completes documentation and procedures for reimbursement of services in accordance with all policy and regulatory requirements.
9. Consistently meets target for service volumes.
10. Participates in quality improvement projects and task forces as directed.

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Peninsula – Division of Parkwest

Job Code:	23-427a	Job Title:	Outpatient Therapist
Created/Revised:	01-07-21	Reviewed Date:	10-01-19
Employee's Name:		Supervisor's Name:	
Employee's Signature:		Supervisor's Signature:	
Date:		Date:	

- 11. Uses supervision constructively and applies recommendations made by supervisor to improve clinical work with patients and/or family members.
- 12. Attends in-services, community events, conferences, and all other meetings as required.
- 13. Enhances professional growth and development through in-service and continuing educational programs.
- 14. Maintains caseload and delivers appropriate service levels.
- 15. Performs utilization management functions as needed.
- 16. Participates in referral development and community relations activities as assigned.
- 17. Follows policies, procedures, and safety standards. Completes required education assignments annually. Works toward achieving goals and objectives, and participates in quality improvement initiatives as requested.
- 18. Performs other duties as assigned.

Position Qualifications:

Minimum Education: Master's degree in a behavioral health-related field from an accredited institution.

Minimum Experience: None specified; will accept any combination for formal education and/or prior work experience sufficient to demonstrate possession of the knowledge, skill and ability needed to perform the essential tasks of the job. Preference may be given to individuals with one (1) year clinical experience in the treatment of mental health consumers preferred.

Licensure Requirement: None

Physical Requirements: Type D

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