Psychiatric Nurse Practitioner #02387
City of Virginia Beach – Job Description
Date of Last Revision: 07-01-2018

FLSA Status: Exempt  Pay Plan: Administrative  Grade: 19

City of Virginia Beach Organizational Mission & Values
The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary
Provide medical/clinical services to mental health and chemically dependent population in a clinical services setting.

Representative Work Functions and Responsibilities
Provide psychiatric services to adult mental health and substance abuse population.

Provide diagnosis and treatment of mental health/substance abuse problems.

Order and interpret laboratory tests and order EKGs for screening and for diagnosing.

Refer clients to appropriate medical and/or clinical services.

Prescribe appropriate psychotropic medication.

Prepare medical justification and documentation for clients to obtain prescribed medication in accordance with financial status; and assist clients in applying for patient assistance programs, applying for department medication subsidy, obtaining sample medications and obtaining prescriptions, when approved, from pharmacy accounts.

Provide information, instruction, and counseling on health maintenance, health promotion, social problems, illness prevention, illness management, and medication use.

Manage a patient caseload and provide documentation for medical direction and supervision, e.g., chart review, case review of patient care outcomes as required by the Virginia Board of Nursing and Board of Medicine.

Provide Tardive Dyskinesia screening, as appropriate.

Travel to and perform duties at several department locations within the City.

Provide consultation and training to nursing, clinical and administrative staff.
Clinically supervise nursing staff.

Collaborate with physicians and other health professionals, as needed.

Receive clinical supervision, perform medical duties and prescribe medication under the supervision of the Medical Director or his physician designee and administrative supervision from the Department supervisor.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

**Performance Standards**

Meet with each client in personal caseload at a minimum of once every three months to provide medication management through assessment of client’s status, monitoring of progress and by making appropriate referrals as necessary; prescribe appropriate psychotropic medications to clients, instructing client in purpose, dose, schedule, possible side effects, adverse reactions, and interactions of medications; conduct quarterly reviews evaluating and documenting client’s progress, the reasons medications are prescribed, contraindications, instruct in problematic side effects and management and, as appropriate, update all necessary forms, notifications, and scheduled functions; develops and maintains clear, quantified service plans, as appropriate, individualized to client’s medication/medical needs in format approved by Quality Assurance Office; maintains an 85% chart compliance level with Quality Assurance Reviews; maintains accuracy in client data through input in data entry (service) logs, utilizing MIS database to ensure accuracy; works a schedule as assigned by the Department supervisor in accordance with client needs and is prompt, being ready to see clients as scheduled 90% of the time, except in cases of excused absence.

**Minimum Qualifications**

Requires a Master’s Degree in a nursing related field and a minimum of three (3) years’ experience in psychiatric/mental health nursing.

Possession of a valid license as a registered professional nurse, a nurse practitioner and a nurse practitioner with prescriptive authority issued by the State of Virginia; certification as a Nurse Practitioner by the American Nurses’ Credentialing Center or the American Academy of Nurse Practitioners and possessing a DEA number.

Must have, or obtain, a current and valid Virginia or North Carolina driver’s license in accordance with Virginia or North Carolina DMV driver’s license eligibility requirements.

**Special Requirements**

All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

**Knowledge-Skills-Abilities Required to Perform Satisfactorily**

A. **Knowledge**
   1. Knowledge of human behavior and complex behavioral problems.
   2. Knowledge of human growth and development.
   4. Knowledge of advanced pharmacology and psychotropic medication.
   5. Knowledge of mental illness, substance abuse and co-occurring disorders.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.
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8. Knowledge of DSM-IV criteria.
10. Knowledge of medication side-effects

B. Skills
2. Skill in psychiatric interview process and psychotherapeutic techniques.
3. Skill in prescribing psychotropic medications.
4. Skill in treatment planning.
5. Skill in administering injectable medication.
6. Skill in training subordinate staff.
7. Skill in interpreting laboratory tests.
8. Skill in conveying clear and concise communication both orally and in writing.
9. Skill in the operation of a computer and use of appropriate computer software.

C. Abilities
1. Ability to handle stress.
2. Ability to follow complex oral and written communication.
3. Ability to communicate effectively both orally and in writing.
4. Ability to relate effectively with clients.
5. Ability to maintain effective working relationships with staff, students, volunteers, medical and clinical professionals in the community.
6. Ability to initiate professional referrals.
7. Ability to stabilize crisis situations.
8. Ability to be a resource person in the community.
9. Ability to work with a multi-disciplinary team for the coordination of client care.
10. Ability to maintain client records according to QA standards.
11. Ability to differentially diagnose mental health, substance abuse, and medical disorders.
12. Ability to effectively supervise others while coordinating multiple functions.

Working Conditions
The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City’s business.

Physical Requirements: Physical refers to the requirement for physical exertion and coordination of limb and body movement.
Requires light to medium work that involves sitting most of the time, but may involve walking, standing, stooping, and lifting which also involves exerting up to 25 pounds of force on an occasional basis. Considerable skill and adeptness required in the use of the fingers, hands or limbs in tasks involving close tolerances or limit of accuracy.
**Mental Requirements:** *Mental refers to the degree that the job involves cognitive activities, and use of mental processes*

Performs professional level work requiring the application of principles and practices of a wide range of medical, administrative, or managerial methods in the solution of administrative or medical problems; applies general understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

**Environmental Conditions:** *Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken.*

This position may risk exposure to communicable diseases including blood and airborne pathogens.

**Sensory Requirements:** *Sensory refers to hearing, sight, touch, taste, and smell required by the job.*

Normal visual acuity and field of vision, hearing, speaking, color perception, depth perception, sense of smell, and texture perception.