



PO Box 649 FORT DEFIANCE, AZ 86504 PHONE: 928.729.8000 FAX: 928.729.8269 WEBSITE: [WWW.FDIHB.ORG](http://WWW.FDIHB.ORG)  
 A FACILITY OF FORT DEFIANCE INDIAN HOSPITAL BOARD, INC.

## PSYCHIATRIC REGISTERED NURSE

### *Position Description*

<b>Division:</b>	Nursing
<b>Department:</b>	Adolescent Care Unit
<b>Job Code:</b>	
<b>Pay Grade:</b>	\$29.20-\$36.50/hourly
<b>Hours/week:</b>	80 hours/2 week period
<b>Type of Position:</b>	Regular Full-Time

<b>Reports to (title):</b>	Nurse Executive
<b>Job Location:</b>	Tséhootsooí Medical Center
<b>Supervises:</b>	N/A
<b>Classification:</b>	Non-Exempt
<b>Effective Date:</b>	March 28, 2010
<b>Revised Date:</b>	February 26, 2018

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Fort Defiance Indian Hospital Board, Inc. (FDIHB) are expected to conform to the following:

- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and dependable manner with patients, employees and vendors.
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver's license.

### POSITION PURPOSE

The employee provides advanced psychiatric nursing care and serves as a liaison and advocate for patients by assisting in coordinating continuing care for those with acute and chronic psychiatric problems. Participates as a member of the Department of Adolescent Care Unit within the context of a multidisciplinary team that coordinates care for psychiatric patients.

### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Assists patients/family members in accessing the appropriate level of psychiatric care.
- Collaborates with families, case managers, discharge planning and the multidisciplinary team to ensure appropriate utilization of health care resources.
- Participates in treatment planning meetings and patient conferences for identified patients to review progress, and assist patients with setting and meeting treatment goals.
- Acts as a liaison with community agencies/facilities ensuring that requested care is being rendered. Assists in ongoing patient care coordination until planned outcomes are achieved.
- Performs direct patient care including conducting and documenting psychiatric triage and performing and documenting psychiatric assessments, daily progress notes, weekly discharge planning and health education classes.
- Assists Treatment Team in determining appropriate patient disposition (admission or outpatient care); educates patients, family members, and significant others about the illness/condition, medication, and available resources.

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- Administers prescribed medications; facilitates groups; and provides patient counseling and incident debriefing for staff and patients.
- Develops criteria for standards of care and patient outcomes.
- Develops standard operating procedures for psychiatric Nursing care.
- Participates in a continuing quality improvement program for ongoing systematic monitoring and evaluation of patient outcomes to include tracking appropriate data.
- Identifies documents, evaluates, reports, and follows up on issues relating to Quality Improvement, Risk Management, and Utilization Review.
- Completes data input, creates reports and graphs, and necessary databases.
- Provides supervision of paraprofessional staff; directs, assigns and monitors the patient care provided by mental health technicians and functions as Charge Nurse when assigned.
- Performs other duties as assigned.

### **MINIMUM MANDATORY QUALIFICATIONS**

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| Experience:  | <ul style="list-style-type: none"><li>• One (1) year experience working in an acute inpatient psychiatric nursing setting.</li></ul>   |
| Education:   | <ul style="list-style-type: none"><li>• Bachelor's Degree in Nursing from an accredited nursing program.</li><li>• Valid and unrestricted license in any U.S. State or Territory.</li><li>• Current certification by the American Heart Association in Basic Life Support (BLS) and maintains certification</li><li>• Ability to complete the physical and testing requirements for the Therapeutic Crisis Intervention (TCI) training (Agency provided) and maintain certification.</li></ul>   |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Knowledge of a wide range of professional nursing and psychiatric theories, principles and procedures used in the treatment and care of psychiatric patients with complicated, multiple or complex problems gained through extended clinical experience or education.</li><li>• Clinical expertise and skills required to assess patients to determine/identify their psychological and sociological needs, problems, strengths, and limitations.</li><li>• Knowledge of personality development theories for evaluating behaviors and reactions of patients.</li><li>• Ability to plan, coordinate, implement, and evaluate patient care intervention.</li><li>• Clinical expertise required to evaluate the effectiveness of treatment/care, identify deviations from the standards of care and to recommend and initiate corrective actions.</li><li>• Knowledge of group dynamics and group counseling skills required to conduct group sessions independently.</li><li>• Ability to interact and form collaborative relationships with families, all levels of staff, and community services/agencies.</li><li>• Knowledge of the basic goals and objectives of the professions participating on the multidisciplinary team to include: psychiatry, psychology, social work, occupational therapy, and recreational therapy.</li><li>• Knowledge of the concepts of discharge planning and continuing quality improvement.</li><li>• Excellent oral and written communication skills.</li></ul> |

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- Working knowledge of all types of currently available psychiatric community resources, i.e., residential treatment centers, day treatment programs, Outpatient care clinics and acute care psychiatric units.
- Sufficient computer literacy to input access and retrieve information from various databases and to perform word processing, spreadsheets, and data base functions.
- Knowledge of the indications for use, correct administration of, and side effects of commonly used psychotropic medications.
- Knowledge of the unique needs, clinical skills, and client care standards appropriate to the age ranges served: child, adolescent, young adult.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

### **PREFERRED QUALIFICATIONS**

- One (1) or more years' experience in inpatient adolescent psychiatry.
- Psychiatric-Mental Health Nursing Certification

### **WORK ENVIRONMENT**

- Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
- Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors and staff.
- Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

### **NAVAJO/INDIAN PREFERENCE**

FDIHB, Inc. is located within the Navajo Nation and, in accordance with Navajo Nation law, has implemented a Navajo/Indian Preference in Employment Policy. Pursuant to this Policy, applicants who meet the minimum qualifications for this position and who are enrolled members of the Navajo Nation will be given primary preference in hiring and employment for this position and members of other federally-recognized Indian tribes will be given secondary preference. Other candidates will be considered only after all candidates entitled to primary or secondary preference have been fully considered.

### **OTHER**

All employees must uphold all principles of confidentiality and patient care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

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***Disclaimer:*** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed

REVIEWED BY	Jamie Whitehorse	TITLE	HR Information Systems Administrator
APPROVED BY		TITLE	
DATE POSTED		DATE HIRED	

**ACKNOWLEDGMENT**

I have reviewed the content of the **PSYCHIATRIC REGISTERED NURSE** position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

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*Employee (printed name)*

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*Employee (signature)*

\_\_\_\_\_  
*Date*

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