



## POSITION DESCRIPTION

### Behavioral Health/Psychiatric RN

**POSITION SUMMARY:**

The behavioral health nurse is responsible and accountable for prescribing, delegating and coordinating the nursing care of patients receiving psychiatric care.

#### POSITION DESCRIPTION – Behavioral Health/Psychiatric RN

##### STANDARD

**Environment of Care: Demonstrates knowledge and practice of:**

1. **Safety** - Department specific and hospital wide safety risks
2. **Security** – Processes for minimizing security risks
3. **Haz Mat/Waste** - Procedures for spills/MSDS
4. **Emergency Preparedness** – Role in emergency codes
5. **Fire Safety** – Role/response in Code Red actual/drill
6. **Med Equipment** – Safe operation of equipment (see specific list) user error education
7. **Utility Systems** – Emergency procedures for utility failures

**Infection Control: Demonstrates knowledge and practice of:**

8. Department specific policies and procedures
9. Hospital-wide policies and procedures
10. Location/use of personal protective equipment
11. CDC Hand Washing Guidelines

**Performance Improvement: Demonstrates knowledge of:**

12. Hospital-wide approach to Performance Improvement
13. How department is involved in hospital-wide PI program

**Patient Rights: Demonstrates knowledge and practice of:**

14. Patient Rights and Responsibilities
15. Confidentiality Policy – HIPAA
16. Ethical Issue Resolution
17. Organizational Ethics Policy
18. Restraint Policy & procedure, alternatives to restraints

**Risk Management: Demonstrates knowledge and practice of:**

19. Occurrence Reporting
20. Identify and report a sentinel event
21. Sexual Abuse/Allegation Reporting
22. Root Cause Analysis/FEMA

**Certifications**

23. BLS card                      Exp date:
24. Other Certification      Exp date:

**Patient Safety**

25. Non-punitive medical/healthcare reporting
26. National patient safety goals
  - Accuracy of patient identification using patient's name and birth date
27. Fall prevention measures
28. Restraint/seclusion alternatives
29. Restraint/seclusion patient checks

**STANDARD**

- 30. Inpatient Suicide risk factors
- 31. Medication safety
  - Look alike, sound alike medications
  - Dangerous abbreviations list
  - Double check system for Heparin and Insulin
  - Safe storage and use of narcotics
- 32. De-escalation training
- 33. Bed rail safety/risks of entrapment
- 34. Sentinel events alert
  - Preventing needle sticks and sharps injuries
  - Nosocomial infections
  - High alert medications
  - Infant abduction prevention and response
  - Potassium chloride

**Department Core Competencies**

- 35. Serve as patient/family/significant other advocate in regard to decisions affecting the plan of care
- 36. Documents in an accurate, timely manner
- 37. Identify and document patient/family/significant others educational needs and implement ongoing education relevant to those needs
- 38. Demonstrates skills of accurate assessment, reassessment, development and implementation of plan of care
- 39. Demonstrates knowledge of specific conditions, disease and treatment therapies for the specific patient population of the unit
- 40. Demonstrates appropriate assessment, patient/family teaching of management of pain, beginning at admission with reassessment and follow up throughout hospitalization concluding with discharge planning needs.
- 41. Demonstrates responsibility/accountability for completion of assignments in a timely manner
- 42. Identifies cultural and religious needs, language barriers, physical and psychological limitations
- 43. Assess, collaborate and coordinate discharge planning needs and readiness for discharge with other members of the health care team.
- 44. Knowledgeable on policy on reporting abuse
- 45. Criteria for identifying high risk patients
- 46. Patient inspection policy and disposition of illegal substances
- 47. Understands method of making patient assignments
- 48. Suicide and homicide policy and procedure
  - Environmental risk factors
  - Patient observation procedures
- 49. Proper documentation of psychotropic medications
- 50. Properly documents monitoring and treatment of adverse reactions
- 51. Documents crisis intervention
- 52. Documents behavior management

**Age Specific Competencies****Knowledge**

- 53. Demonstrate knowledge of growth and development
- 54. Criteria to identify victims of abuse and neglect

**Skills**

- 55. Performs age specific nursing assessments for mental, emotional and behavioral problems
- 56. Provides age appropriate nursing care
- 57. Assess vocational and activity needs and plans appropriate interventions appropriate to age
- 58. Implements appropriate age specific responses for combative or aggressive behavior
- 59. Assists in age specific psychiatric/medical data collection for psychiatric/medical nursing assessments
- 60. Performs age specific treatments utilizing proper equipment
- 61. Assesses age specific safety issues for the psychiatric patient
- 62. Demonstrate age appropriate communication skills
- 63. Demonstrates ability to provide age specific teaching and discharge planning for patient and family/significant others

**Service Standards**

- 64. Is proactive. Anticipates and responds to patient/physician/family members/coworkers needs. Demonstrates an energetic and positive approach to work. Is sensitive to customer's physical, social and cultural needs.
- 65. Demonstrates accountability and commitment to coworkers. Is a dependable member of the team and addresses issues in a timely manner.
- 66. Demonstrates sense of ownership. Pays attention to details of job, ensures all mandatory obligations are met.

<b>STANDARD</b>
67. Gives all customers their full attention and treats them with dignity, respect and understanding.
68. Presents a clean, professional, well groomed image. Wears name badge, adheres to uniform policy.
69. Safeguards patient confidentiality in all forms of communication.
70. Works effectively with others toward achieving common goals including morale and teamwork.
71. Interacts compassionately and in a timely manner with all customers.
<b>Equipment – Demonstrate Safe and Effective Use</b>
72. Oxygen wall regulators and setup of portable oxygen
73 Patient call system
74. Electronic thermometer
75. Computer and printer
76. Safety bed alarm system
77. Swipe security system
78. Video camera monitors
79. Locking restraints
80. Gait belt
81. Dinamap
82. Crash cart
83. Defibrillator
84. Enteral feeding pump
85. Fax
86. Copier

## POSITION (MINIMUM) REQUIREMENT CHECKLIST

Position Title: Behavioral Health/Psychiatric RN

Department: Nursing/Patient Care Svcs

### EDUCATION

- Less than high school
- High school or GED
- Vocational/Technical
- Degree – RN
- 4 year/Bachelor's Degree
- Post Graduate Degree
- License/Certification – current RN license in state of practice
- Knowledge of state, federal, JCAHO regulations

### EXPERIENCE

- One year psychiatric experience
- One year med/surg experience
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### SKILLS

- Organizational
- Verbal/Follow verbal instructions
- Interpersonal
- Customer Relations
- Mathematical
- Analytical
- Grammar/Spelling
- Read/Comprehend/Follow written instructions
- Transcription
- BLS
- ACLS
- Computer
- Management/Planning Skills

### PRE-PLACEMENT TESTING

- Minimum score of on Clerical test
- Minimum typing of wpm
- Minimum score of 84 on PCT test
- Minimum score of 84 on WS test
- Minimum score of 84 on MT test
- Minimum score of 100 on Filing test
- Minimum score of 84 on Nursing medication test

### AGE OF PATIENTS SERVED (For Nursing/Patient Care Positions)

- Neonate/Infant (birth - 1 yr)
- Child/Peds (1 - 12 yrs)
- Adolescence (13 - 18 yrs)
- Adult (19 - 65 yrs)
- Geriatric (66 + yrs)

### MENTAL AND EMOTIONAL REQUIREMENTS

- Manage stress appropriately
- Make decisions under pressure
- Manage anger/fear/hostility/violence of others appropriately
- Handle multiple priorities
- Work alone
- Work in areas that are confined and/or crowded
- Concentration to detail
- Memory for detail

### HAZARDS

- Exposure to toxic/caustic/chemicals/detergents
- Exposure to extreme conditions, hot/cold
- Exposure to dust/fumes/gases
- Exposure to moving mechanical parts
- Exposure to potential electrical shock
- Exposure to x-ray/electromagnetic energy
- Exposure to high pitched noises
- Exposure to communicable diseases
- Exposure to blood and/or body fluids
- Exposure to excessive sunlight, or work outdoors
- Unprotected heights
- CRT (computer) monitor
- Operating heavy equipment
- OTHER:

### PHYSICAL REQUIREMENTS (See definitions on next page)

- Sedentary work
- Light work
- Medium work
- Heavy work
- Very heavy work

*The minimum requirements of this position require the individual to:*

- Stand for 4 hour(s) per day
- Sit for 2 hour(s) per day
- Walk for 2 hour(s) per day
- Perform repetitive tasks/motions
- Distinguish colors
- Hear alarms/telephone/tape recorder/normal speaking voice
- Have good manual dexterity
- Have good eye-hand-foot coordination
- Have clarity of vision
- Have good writing ability

*Evaluate the requirements and activity percentage in time for this position based on the following:*

- 1 - Not at all (0%)**
- 2 - Occasionally (1 - 33%)**
- 3 - Frequently (34 - 66%)**
- 4 - Continuously (67 - 100%)**

- 2 Climbing
- 3 Bending
- 3 Crouching
- 3 Squatting
- 2 Crawling
- 3 Kneeling
- 4 Balancing
- 2 Pulling with force
- 2 Reaching above head
- 3 Reaching above shoulder
- 3 Twisting at waist
- 4 Push/pull (up to 75 lbs.)
- 3 Lift/carry (up to 75 lbs.)
- 2 Lift from floor level up
- 3 Lift from waist level up
- 2 Lift above shoulders/head

## POSITION (MINIMUM) REQUIREMENT CHECKLIST

### LIST PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

1. Gloves
2. Gown
3. TB mask (if respirator fit tested)
4. Goggles
5. Mask
6. Booties

### LIST OTHER MINIMUM REQUIREMENTS:

#### OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

- A - Routine exposure
- B - Occasional exposure
- C - No exposure

#### OCCUPATIONAL EXPOSURE TO TB

- 1 - Routine exposure
- 2 - Potential exposure
- 3 - No exposure

#### COMPRESSED GAS USAGE

- Yes
- No

#### DEFINITIONS:

SEDENTARY WORK:	Prolonged periods of sitting and exert up to 10 lbs. force occasionally.
LIGHT WORK:	Exert up to 20 lbs. force occasionally, and/or up to 10 lbs. frequently.
MEDIUM WORK:	Exert up to 50 lbs. force occasionally, and/or up to 20 lbs. frequently, and/or up to 10 lbs. constantly.
HEAVY WORK:	Exert up to 100 lbs. force occasionally, and/or 50 lbs. frequently, and/or 20 lbs. constantly.
VERY HEAVY WORK:	Exert over 100 lbs. force occasionally, and/or over 50 lbs. frequently, and/or over 20 lbs. constantly.

I have reviewed these job requirements and verify that I am able to perform the minimum requirements and essential functions of this position.

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Employee Signature

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Date