

Job Class Code: 8105

FLSA Status: Exempt

Pay Basis: Salary (Annual)

EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise staff and oversee/manage psychiatric nursing care for the area of responsibility. The class is responsible for staff supervision, planning, care and treatment of clients, training, policy and procedures, and reporting. The class plans, organizes, and implements programs within major organizational policies; reports progress of major activities to executive level administrators through reports and conferences.

TYPICAL TASKS

- Supervises staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Plans, coordinates, directs, and supervises professional services from nurses in compliance with local, state, and federal regulations and laws; when needed, provides care to individuals served, including assessments, medication checks, and dispensing of medications.
- Provides direct client care as ordered by the physician to all individuals served by the unit, in a professional, therapeutic and cost effective manner including assessments, medication checks, and dispensing of medications.
- Orders, delivers and administers medication in accordance with licensure standards, program policies and procedures and state and federal regulations.
- Develops, implements, and enforces policies and procedures for area of responsibility in order to provide effective programming and services that comply with federal, state, and local guidelines and regulations; ensures compliance with same by staff.
- Manages contract nursing personnel, including requests for purchase, contracts, billing issues, and services.
- Provides education/training for individuals served and their families/caregivers, and staff on therapeutic psychiatric treatments and medications.
- Stays abreast of changes in treatment and medication for area of responsibility; educates staff on new methodology and medication for implementation.
- Attends or conducts staff, committee, and other professional meetings to exchange information; attends professional seminars or conferences to improve professional skills; attends and completes required annual compliance training.
- Participates in at least monthly supervision meetings with subordinate staff to review job performance and adherence to corporate compliance and HIPPA expectations and conducts staff meetings as needed.
- Reports any deviations from documentation, billing, and other agency standards made in the unit to his/her supervisor, the corporate compliance officer/Human Rights advocate and any others as appropriate.
- Provides oversight for psychiatric clinics including clinical consultation for staff regarding medical and medication issues.
- Periodically reviews and assesses subordinates' caseloads and records to assure compliance with quality assurance and licensure standards, program policies and procedure, state and federal regulations/standards, and confidentiality of individuals served.
- Develops and implements individual service plans; documents all services including length of time spent delivering services.
- Completes required and assigned daily, monthly, quarterly and annual reports; assists in the completion of all required local, state and federal reporting requirements (e.g. State Licensure etc.).
- Assists in the maintenance and updating of all policies and procedures, training materials and other required written materials.

- Authorizes services in accordance with payer regulations
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information; may implement and report on operations and activities.
Interpersonal/People Involvement	Counsels or instructs others through explanation, demonstration, and supervised practice, or makes recommendations based on professional expertise.
Reasoning Requirements	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios, proportions or measurements; may use algebraic solutions of equations and inequalities.
Language Requirements	Read scientific and technical journals or legal documents; speaks before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects; writes complex reports; presents training programs.
Mental Requirements	Performs advanced professional level work in the analysis or interpretation of methods of a scientific or medical nature and formulates recommendations on the basis of such analysis; applies creativity and resourcefulness in the analysis and solution of complex problems; requires sustained, intense concentration for accurate results or continuous exposure to unusual pressure.
Decisions/Supervisory Control	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to an associate's degree in nursing.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of three years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires licensure as a Registered Nurse in the Commonwealth of Virginia or a reciprocal state (according to the Nurse Licensure Compact as prescribed by the National Council of State Boards of Nursing). May require a valid driver's license with a driving record that is in compliance with City Driving Standards.
Special Requirements	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. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.