



CLASS SPECIFICATION FOR:

**Registered Nurse - Psychiatric**

**General Statement of Duties:**

Assesses, diagnoses, and treats individuals and families with psychiatric disorders using full scope of professional training and therapeutic skills, including the prescription of medication and administration of psychotherapy medicines and psychiatric care for patients receiving mental health services; performs related work as required.

**Distinguishing Features of Class:**

Primary duties include working with individuals, families, groups, and communities, assessing their mental health needs; developing a nursing diagnosis and individualized plan of care; implementing approved care plans; monitoring and evaluating patients for side effects and treatment effectiveness. Requires wide-ranging proficiencies in interpersonal and communication skills to interact effectively and productively with diverse audiences of patients and other relevant internal and external stakeholders.

**Examples of Assigned Duties** (*illustrative only of the types and scope of duties and responsibilities assigned to positions in this class*):

- Performs relevant physical and mental acuity tests and examinations;
- Assesses the health and mental health status of patients and identifies health concerns and hazards;
- Obtains and maintains an accurate detailed medical history including possible allergies, chronic health problems, psychiatric problems, substance abuse and other pertinent information;
- Creates and maintains accurate detailed health records according to strict professional standards and program guidelines and requirements;
- Consults with family, medical and interagency personnel regarding physical, mental and emotional challenges and diagnoses;
- Makes appointments for and may accompany patient to various healthcare clinics and hospital emergency rooms;
- Provides consultation and education services as needed regarding mental health issues, medications, etc.;
- Prepares and administers prescribed medications, treatments, and therapies;
- Dispenses and monitors medication levels for side effects of medication that is prescribed by physician;
- Requisitions and dispenses medical supplies and drugs;
- Collaborates with patients, families, physicians, and other treatment providers;
- Conducts collateral contacts with families of clients or other community care givers involved with the client;
- Provides instruction on general health, mental health and hygiene as needed;
- Remains on call for emergencies, and may render emergency care in crisis situations;
- Maintains a sound up-to-date working knowledge by such means as academic study, independent reading and attending outside conferences, workshops and seminars;
- Observes all safety protocols when handling biologic samples and using related equipment, including utilizing all required personal protection equipment (PPE) and other required safety equipment/measures at all times;
- Actively participates in all scheduled meetings, trainings and audits;
- May be required to work a flexible schedule or an on-call rotation;
- Performs other duties as assigned.

**Required Knowledge, Skills and Abilities:**

Sound working knowledge of the principles and practices of psychiatric nursing, psychopathology, psychodynamics, and psychopharmacology; sound working knowledge of medical terminology and DSM IV codes; sound medical transcription skills; extensive knowledge or first aid and physical hygiene with the ability to teach skills as needed; ability to communicate clearly and accurately using appropriate technical, medical and non-technical language appropriately with stakeholders, including in verbal and written communications; excellent interpersonal skills with the demonstrated ability to act professionally at all times in varying circumstances, including in tense and stressful circumstances, with diverse stakeholders from a wide variety of socioeconomic, cultural and multigenerational backgrounds; demonstrated ability to make sound medically appropriate decisions in critical situations when professional medical guidance isn't readily available; ability to appropriately empathize and build trusting respectful relationships while maintaining appropriate boundaries; excellent attention to detail and organization skills with the demonstrated ability to plan and perform duties within established deadlines, specifications and regulations; ability to accurately multi-task; personal accountability and professional integrity; ability to read, and consistently comprehend, interpret, apply and communicate findings accurately; sound judgement, critical thinking and problem solving skills with the ability to appropriately diagnose and resolve a wide variety of mental health related questions and issues with minimal guidance; ability to accurately synthesize data, consider and weigh a variety of relevant factors and make accurate determinations, decisions and recommendations; manual dexterity, visual and hearing acuity sufficient to enable accurate evaluation, diagnosis, data collection,



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reporting and to work safely with patients with mental health challenges and conditions; +excellent interpersonal and communication skills, including written and verbal skills, with the ability to communicate professionally with diverse audiences of patients, patients' families, internal and external personnel, regulators and other stakeholders and maintain effective working relationships; ability to work independently and as part of a team; ability to collaborate effectively to establish and maintain good working relationships with relevant internal and external stakeholders; sound computer skills with the ability to use computer and typical business software, proprietary software and applications to prepare accurate detailed electronic and paper records and to complete assigned tasks. Requires the ability to be firm and still interact with courtesy, tact, discretion; Requires flexibility as well as sound decision making skills to appropriately manage challenging situations. May require the ability to work a flexible schedule or on-call rotation.

**Minimum Education and Experience:**

Education: Graduation from a post-secondary nursing program;

Experience: Two years previous relevant nursing experience in a psychiatric care setting;

**Additional Requirements:**

**NOTE:** Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

**NOTE:** All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Valid license to practice as a Registered Nurse by the Virginia Board of Nursing
- May require a valid driver's license to perform assigned duties at various locations Countywide.
- May be required to work a rotating on-call schedule.