



MISSION

Delivering patient centered, accessible, quality-driven, medical, dental, and behavioral healthcare, to all generations to strengthen the health status in the communities we serve, regardless of the ability to pay.

JOB DESCRIPTION

POSITION: Psychiatric Medication Provider

Reports to: Medical Director/Behavioral Health Director/
Chief Operations Officer

Created: October 2017

Department: Clinical

FLSA: Exempt

Position Summary: To provide effective, efficient and appropriate psychiatric medication services to Northland Health Center patients in order to serve the community’s healthcare needs.

General Responsibilities: Diagnose, triage, provide medications, and monitor medications for an ethnically diverse patient population with medical and behavioral health problems. Provide brief intervention strategies and develop treatment plans for patients. Collaborate and consult with medical providers, mental health staff, and other collaborative partners to ensure effective treatment for patients with co-occurring behavioral health and medical disorders and for patients with primary behavioral health disorders.

Position Responsibilities:

1. Maintain a full panel of patients to be treated for behavioral health disorders. Work closely with Behavioral Health Patient Services to manage appointment process.
2. Assess the mental health status of patients presenting with behavioral conditions.
3. Prescribe and monitor effectiveness and side-effects of psychotropic medications; with accurate diagnosis and continued manage care of client’s medication regimens.
4. Respond to requests for psychiatric consults made by primary care medical providers within the medical clinics.
5. Collaborate with primary care medical providers and mental health staff in the design and delivery of patient care in treating behavioral health disorders and psychosocial problems.
6. Assist in the detection of “at risk” patients and the development of treatment plans to prevent further psychological or physical deterioration.
7. Assist patients, and families as appropriate, to interpret and manage maladaptive behaviors and to plan healthy lifestyle changes. Work with patients to improve adherence to medical recommendations and medication compliance.
8. Acts as a liaison with community mental health agencies and consulting psychiatric services. Triage and refer patients to services as appropriate and follow up on those referrals.
9. Complete required statistical and billing documentation for billing, grant reporting and quality improvement purposes.
10. Meet client charges, billable hours and encounter goals as identified by NHC.
11. Maintain charting, treatment plans and documentation related to services delivered in an accurate and timely manner.
12. Professionalism is portrayed at all times to NHC clients, other NHC departmental personnel, and the community during daily interactions and appearances.
13. Comply with corporate policies and procedures, including policies related to HIPAA and Medicaid compliance.
14. Remain current with standards of care and medications specific to the behavioral health care setting.
15. Be punctual to meetings and appointments.
16. Assists Medical Director/PIC in developing clinical practice guidelines.
17. Participates in provider and medical care team meetings.
18. Establishes positive relationships with local medical community and attends local medical society functions.

19. Performs medical procedures according to privileges issued.
20. Performs as an active member of the medical team.

Position Qualifications:

1. Skill in providing excellent customer service and support; organizing and prioritizing workload and meeting deadlines; and excellent written and verbal communication.
2. Ability to interact effectively and professionally with persons from diverse cultural, socioeconomic, education, racial, ethnic and professional backgrounds.
3. Ability to work effectively with managers, co-workers, members of the public and professional groups.
4. Ability to communicate effectively, clearly, concisely with others (internal and external customers, both verbally and in writing), consistently demonstrate positive/proactive customer service attitude. Consistently maintains ethical behaviors exemplary of quality public service and fair standards, inclusively, among all employees and members of the public.
5. Ability to work as an effective team member; function independently, exercise sound judgment and initiative; be flexible to shift priorities; maintain confidentiality; establish and maintain effective interpersonal work relationships, effectively assist providers; work toward goals and objectives of draft priorities.
6. Ability to exercise balanced judgment in evaluating situations, making decisions, and responding to difficult or confrontational situations.
7. Organized, creative, flexible, open-minded and able to multi-task.
8. Ability to follow NCHC Clinic practice guidelines – including adhering to the NCHC immunization policy and the NCHC Mission and Vision and NCHC Corporate Compliance Policy.
9. Ability to receive constructive feedback including evaluation of provider's productivity and practice attributes.
10. Other duties as assigned, including but not limited to participation on clinical committees, providing education, Quality Review and/or other activities.

Minimum Qualifications:

1. Nurse Practitioner possessing unrestricted license for practice in North Dakota.
2. Experience preferred and specialized training in the field of behavioral health.
3. Excellent working knowledge of behavioral medicines and treatment for mental health conditions.
4. Accurate understanding of psychiatric diagnoses and their medical and behavioral management.
5. Ability to make quick and accurate clinical assessments of mental and behavioral conditions and develop appropriate management and treatment plans.
6. Clearance through the North Dakota Department of Health and Welfare Criminal History background check.
7. Demonstrate ability to use Microsoft Office, [CHC] e-mail network, PMIS/EMR software and the Internet.
8. Eligible for FTCA insurance coverage.
9. Ability to perform each position responsibility satisfactorily with or without reasonable accommodation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the position.
10. Ability to understand that safety is a condition of employment. Unsafe acts or conditions will be reported to the supervisor or Site Coordinator.
11. Must be computer literate with ability to enter information in the NCHC EHS system and compile reports or data as requested.
12. Must be able to read, write and speak English.

Education and/or Experience:

- Graduate of an accredited Physician Assistant Program and certified by the National Commission on Certification of Physician Assistants (NCCPA) or Nurse Practitioner Program and certified by the American Nurses Credentialing Center or the American Academy of Nurse Practitioners.
- The employee shall meet the requirements of the North Dakota Board of Medical Examiners; and be licensed to practice medicine without restrictions within the State of North Dakota.
- Psychiatric Mental Health Nurse Practitioner; or
- Psychiatric Advanced Practice Registered Nurse
- Must be licensed in the State of North Dakota

License and / or Certification:

- Current licensure as a PA/NP to practice in the State of North Dakota by the State Boards.
- Current DEA certification
- Current CPR certification required
- DOT Certification
- Current ACLS certification
- Valid North Dakota Driver's License
- Must be able to meet and maintain current NCHC credentialing and privileging requirements.

Special Requirements:

- Must be willing to travel between NHC health centers. Must be willing to work evening hours and weekends if necessary.

While performing the duties of this position, the employee is exposed to weather conditions prevalent at the time. The employee may experience exposure to dust, pollens, pollutants, fumes, and communicable diseases as related to the health care environment. The noise level in the work environment is usually moderate.

Physical Requirements:

NCHC CLINICAL STAFF				
	Not Applicable	Occasionally	Frequently	Constantly
Stand			X	
Vision – near			X	
Vision – w assistance			X	
Walk			X	
Sit			X	
Reach outward		X		
Reach above shoulder		X		
Climb	X			
Crawl	X			
Squat/kneel		X		
Bend		X		
Lift/Carry				
10lbs or less			X	
11-20 lbs		X		
21-50 lbs		X		
51-100 lbs	X			
Over 100 lbs	X			
Push/Pull				
12 lbs or less		X		
13-25 lbs		X		
26-40 lbs	X			
41-100 lbs	X			
Not Applicable	Activity does not apply to this position			
Occasionally	Position requires this activity up to 33% of the time (0-2.5 hours per day)			
Frequently	Position requires this activity from 33%-66% of the time (2.5-5.5 hours per day)			
Constantly	Position requires this activity more than 66% of the time (5.5 hours + per day)			

Travel: is not required It is anticipated that travel will be: 5% - 10% 50% - 75%
 10% - 25% 75% - 90%

The specific statements shown in each section of this Job Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The job’s responsibilities/tasks may be modified and/or expanded over time. Northland CHC will inform the employee when changes in the respective job description are made.

I have read and understand the duties / physical requirements indicated in this job description and acknowledge that I am able to perform these duties with or without reasonable accommodation. I understand that failure to adhere to these responsibilities could be grounds for disciplinary action up to and including termination of employment.

Print Name
Signature
Date