

County of Humboldt Job Specification
ASSISTANT DIRECTOR OF PSYCHIATRIC NURSING
Classification 0922
FLSA: Exempt



DEFINITION

Under general direction, assists the Director of Psychiatric Nursing in planning, organizing and directing nursing and related functions in support of in-patient treatment facility and out-patient support services; assists in coordinating and integrating nursing services with the activities of other divisions, departments, and agencies; participates in departmental and team meetings to discuss patient care and progress; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Psychiatric Nursing. Exercises direct supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating psychiatric nursing services in both in-patient and out-patient settings. Incumbents are responsible for performing diverse, specialized and complex work involving significant accountability and decision-making responsibilities, which include assisting in developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

- Assists in the development and implementation of goals, objectives, procedures and work standards for behavioral health programs for the Behavioral Health Department.
- Organizes, assigns, directs, reviews and evaluates the work of assigned staff and/or an interdisciplinary team.
- Participates in the selection of personnel and provides for their training and professional development; provides for 24-hour coverage in the in-house facility and out-patient clinic.
- Oversees the day to day treatment administered and operations of the County Psychiatric Facility, as needed.
- Accepts report of previous shift and updates new admissions and medications; makes appropriate nursing notes on patient charts and writes medication orders; assures that patient charts contain accurate and complete information; performs and documents end-of-shift narcotics count, as needed.

- Develops statistical information and analyzes data for special projects; makes recommendations for improvements to enhance services for in-patient and out-patient care.
- Coordinates the utilization review program; reviews admission and continued patient stays for medical necessity and appropriateness as outlined by Short Doyle/Medi-Cal procedures; organizes and participates on the utilization review committee.
- Coordinates and implements the infection control program; participates on the infection control committee; conducts in-service training for staff; evaluates new products; reviews methods and practices for program compliance; maintains and reviews relevant records; prepares required reports, as needed.
- Maintains prescribed standards of behavioral health treatment and ensures services are rendered in conformance with policy and procedural guidelines.
- Assesses patients upon admission to the in-patient or outpatient facilities and makes presentation of physical and behavioral health condition findings to attending physicians, as needed.
- Assists in interpreting and reviewing federal, state and insurance provider rules and regulations, and recommends appropriate internal policy and procedures.
- Acts as Director of Psychiatric Nursing on a relief basis.
- Performs other related duties as assigned.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

The requirements listed below are representative of the knowledge and ability required.

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of general psychiatric nursing care, as defined by the State of California licensing requirements.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles, practices and methods of community behavioral health treatment, including interviewing and assessment.
- Applicable guidelines for laws affecting behavioral health treatment, services and reporting procedures.
- Principles and alternative approaches to behavioral and emotional disorders and institutional and aftercare programs.
- Methods and procedures for collecting, compiling and analyzing statistical and demographic information and data.
- Psychiatric nursing treatment and psychotherapeutic intervention best practices.

- Theories, techniques and practices of professional nursing.
- Trauma Informed Care principles and practices.
- Principles and practices of utilization review.
- Community needs and resources.
- Methods and procedures for developing and evaluating program quality control and effectiveness of patient treatment.
- Requirements for specialized nursing functions including utilization review and infection control.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assist in the day to day management of staff and operations within the psychiatric nursing division.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the County's psychiatric nursing programs.
- Assess behavioral and/or emotional health status and develop effective patient treatment plans.
- Plan, develop, implement, evaluate and direct in-patient treatment programs and services.
- Interpret, explain and apply laws, regulations and policies related to behavioral health programs and services.
- Analyze complex behavioral health problems, evaluate alternatives and make sound judgments and recommendations for treatment.
- Performing specialized nursing functions including Utilization review and infection control.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in nursing or a related field, or other educational standards as set forth by the California State Board of Registered Nursing

and

Five (5) years of increasingly responsible supervisory or administration experience in psychiatric nursing.

Licenses and Certifications:

- Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.
- Possession of a valid Registered Nursing license issued by the State of California Board of Registered Nursing.

PHYSICAL DEMANDS

- Mobility to work in a standard office setting, or clinical setting, and use standard office equipment, including a computer, and medical equipment; standing in work areas and walking between work areas may be required, and travel to visit various cultural, physical, behavioral, and environmental settings may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 45 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.
- Vision to assess emergency situations, including medical incidents and to read printed materials and a computer screen.
- Hearing and speech to communicate in person, before groups, and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office and medical equipment.

ENVIRONMENTAL CONDITIONS

- Employees work in an office, out-patient, clinic, jail, juvenile facility or locked psychiatric facility environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

- Employees may work outdoors and are occasionally exposed to loud noise levels and cold and/or hot temperatures.
- Employees interact with clients with behavioral disorders/erratic and assaultive behavior, including those which require emergency crisis intervention.
- Incumbents may be exposed to blood and body fluids in performing their assigned duties.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

- Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.).