

LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.
JOB DESCRIPTION

DATE ESTABLISHED: 08/19/97
DATE AMENDED: 05/16/05

TITLE OF POSITION: Inpatient Psychiatric Nurse Shift Supervisor

POSITION NUMBER: 27

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

Florida Registered Nurse license. At least one year of behavioral health nursing experience preferred.

Successful completion of 14 hours of basic orientation training that includes: patient rights and facility procedures; confidentiality laws of client records; incident reporting;; seclusion and restraint restrictions; abuse reporting; assessment for past or current sexual, psychological, or physical abuse or trauma; substance abuse cross training; clinical risk and competency assessment; infection control; crisis prevention, intervention, and crisis duration services; DSM-IV overview; and Baker Act overview (prior to providing direct care or assessment services).

Completion of Techniques for Effective Aggression Management (TEAM) training (within six months of hiring).
Completion of Cardiopulmonary Resuscitation and Basic First Aid training (within six months of hiring).
Completion of four hours of HIV/AIDS education (within 30 days of hiring) and two hours of HIV/AIDS information (biennially).

Completion of an additional 16 hours of service related training annually.

Compliance with minimum standards for screening of mental health personnel as contained in FS 394.4572.

SUPERVISOR: Director of Inpatient Nursing

POSITIONS SUPERVISED: Licensed Practical Nurses and Mental Health Technician(s) on duty

SALARY MINIMUM: \$18.00 per hour. Plus \$.50 per hour for each full year of nursing experience up to 15 years. PRN \$25.00 per hour plus shift differential. Shift differential: 10% 3-11 p.m. shift; 15% 11 p.m.-7 a.m. shift; weekends, any shift 15%; holidays 15% + shift differential (as just stated).

WAGE AND HOUR STATUS: Non-exempt (Professional)

DESCRIPTION OF DUTIES AND RESPONSIBILITIES¹

ESSENTIAL FUNCTIONS (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

1. Participate in maintaining the physical environment of the clinical unit to meet or exceed accepted standards of safety, sanitation, and infection control.

¹ Expectations regarding quality and quantity of work are further delineated in the criteria-based performance appraisal.
27 Csu Psych Nurse Supervisor Page 1 of 3

2. Receive, transcribe, and implement physicians' orders for medications and treatments. Orders by a physician or psychiatrist over the telephone must be given to a registered nurse. When a person is in imminent danger, a registered nurse may initiate seclusion or restraints prior to obtaining order from physician or psychiatrist.
3. Assist the physicians and/or another nurse in the administration of specific treatments and procedures.
4. Participate in the provision and maintenance of a therapeutic environment by communication and therapeutic interactions.
5. Understand the legal implications of patient care in the psychiatric inpatient treatment facility.
6. Observe, interpret, and report the patients' signs, symptoms, and behaviors to the appropriate team members and record same in the medical record.
7. Assess patients' needs. Formulate, implement, and evaluate nursing care plans. Update care plan as necessary.
8. Provide direct nursing care to patients in conformance with accepted standards of nursing practice.
9. Provide teaching to patients about medication type, purpose, side effects and other relevant considerations.
10. Achieve professional licensing and mandatory staff training requirements.
11. Assure the safety and humanity in the supervision of restrained or secluded patients and assure documentation of adequate supervision and observation.
12. Participate in treatment team meetings and contribute pertinent observations and knowledge for update and changes of the treatment plan.
13. Assure pertinent, timely charting of patient treatment, status, and behavior according to inpatient program policy.
14. Give report of pertinent information to oncoming shift and conduct conference with team members.
15. Assist the Director of Inpatient Psychiatric Nursing in teaching and directing personnel in rendering nursing care.
16. Assist in preparing the patient and family for continuing care after discharge by giving emotional support and community resource information.
17. Intervene in all patient emergencies; support and stabilize patient, staff member, or visitor until the physician arrives and/or victim is transferred to an emergency care facility.
18. Assure that patients' rights are maintained.
19. Supervise and direct mental health technician staff on duty.
20. Monitor all lab results; notifies physician of results and/or abnormalities.

21. Order medications and supplies as needed from local pharmacy and/or notify Director of Inpatient Nursing or designee of supplies needed if they are to be requisitioned through the Center.

Physical Demands:

Must have satisfactory health, stamina, and strength, as the position necessitates frequent walking, standing, sitting, lifting, and assisting with the restraint of patients when necessary for the safety of the patient and/or others. Must have satisfactory vision and hearing to adequately and efficiently perform the requirements of the position. Must have the agility and coordination to participate in group activities. Must be willing and able to assist in protecting patients from harming themselves and/or others in emergency situations.

Physical & Other Requirements:

Activity	Expectation		
Standing	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
<input checked="" type="checkbox"/> Sitting	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
<input checked="" type="checkbox"/> Driving vehicles	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Lifting and/or Carrying	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Bending and/or Stooping	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Climbing Stairs and/or Ladders	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Walking or Moving (between offices, other facilities, etc.)	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Other (lift above waist/reaching etc., please explain) Reaching for supplies/ medications in cabinets and above countertops, for files in chart rack/record room, during application of Restraints, Team Techniques involve reaching, lifting and at times pushing against a person body to prevent injury.	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent

Speaking: Yes No
 Hearing: Yes No
 Reading Comprehension: Yes No
 Repetitive motion with hands, wrists, arms (e.g keyboard, typing, handwriting, etc.): Yes No

Ability to lift and carry 25 pounds.

Ability to handle stressful situations: Minimal Moderate Frequent

	Infrequent	Occasional	Frequent	N/A*
Travel Same Day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel Overnight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overtime (Non-Exempt only)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holidays/Weekends	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shift Work (PMs/Midnights)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* Not Anticipated

Copy received by:

_____ **Date:** _____