

**LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.
JOB DESCRIPTION**

**DATE ESTABLISHED: 07/29/2022
DATE AMENDED: 11/21/2025**

TITLE OF POSITION: Outpatient & Inpatient Psychiatric Advanced Practice Registered Nurse
(APRN)

POSITION NUMBER: 49-01

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

Master's degree in psychiatric nursing with a clinical specialty as a psychiatric nurse practitioner and licensed in Florida as an Advanced Practice Registered Nurse as defined in Chapter 464, Florida Statutes. Must possess ANCC psychiatric certification across the lifespan or provide documentation and assurance regarding the capability and commitment to obtain this certification within six (6) months of employment. A minimum of one year of applicable experience is preferred.

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

SUPERVISOR: Clinical Supervision and consultation provided by a Florida licensed LMC Psychiatrist in accordance with physician supervisory agreements and protocols with the Florida Department of Health Board of Nursing. Administrative Supervisor: LMC Program Director.

POSITIONS SUPERVISED: None

WAGE AND HOUR STATUS: Exempt: (Professional)

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

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

OUTPATIENT CARE

1. Provide psychiatric evaluation and treatment planning for patients.
2. Conduct medical psychotherapy and pharmacological management for patients to be served.
3. Confer with and advise staff, patient family/relatives, and other appropriate individuals on the care, treatment, progress and prognosis of the patient.
4. Provide medication instructions, information, and education to patients and their family.

INPATIENT CARE

1. Provide regularly scheduled CSU inpatient psychiatric evaluation and medication management for patients when assigned as regularly scheduled duty and when needed when such care is required in the absence of regularly scheduled Psychiatric Advanced Practice Registered Nurses or Registered Nurses.
2. Confer and consult with CSU inpatient psychiatric staff and the discharge planner regarding patient care and discharge planning activities and prior to discharge of patients.
3. Provide medication education for patients in the CSU setting.
4. Complete all patient documentation of services and care in no more than 24 hours.

CONSULTATION AND EDUCATION

Consult with other medical and non-medical personnel on clinical issues and individual patients.

ADMINISTRATIVE AND QUALITY MANAGEMENT

1. Document psychiatric services and activities immediately and within no more than 24 hours from the time services are rendered.
2. Maintain compliance with guidelines and requirements of funding and accrediting agencies and professional psychiatric standards.
3. Complete appropriate forms and documentation of services as required for reimbursement.
4. Attend and participate in committees and work groups as assigned.

PROFESSIONAL GROWTH AND DEVELOPMENT

1. Comply with professional licensing, credentialing, and privileging requirements.
2. Adhere to mandatory staff training requirements.

TRAVEL

1. Travel between clinics or other service sites if necessary.

Physical & Other Requirements:

Activity	Expectation		
Standing	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Sitting	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Driving vehicles	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Lifting and/or carrying	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Bending and/or Stooping	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input 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)	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input 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 up to **20** pounds.

Ability to handle stressful situations: Minimal Moderate Frequent

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

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. ADA Accommodations will be reviewed for persons with disabilities. We reserve the right to assess undue hardship that results from the provided accommodation and may need to rescind such reasonable accommodation if undue hardship results.

Copy received by:

Employee **DATE:** _____

Supervisor **DATE:** _____

