

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

**DATE ESTABLISHED:** 08/19/97

**DATE AMENDED:** 02/11/2020

**TITLE OF POSITION:** Inpatient Psychiatric Nurse Shift Supervisor

**POSITION NUMBER:** 27

**MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:**

Florida Registered Nurse license and/or Compact 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-5 overview; and Baker Act overview (prior to providing direct care or assessment services).

Completion of Nonviolent Crisis Intervention (CPI) 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:** CSU Nursing Coordinator

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

**SALARY MINIMUM:** Regular and PRN earn a 15% shift differential for 7:00 p.m.-7:00 a.m., holidays, and weekend shifts.

**WAGE AND HOUR STATUS:** Non-exempt (Professional)

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**DESCRIPTION OF DUTIES AND RESPONSIBILITIES<sup>1</sup>**

**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 CSU psychiatric inpatient facility in order to meet or exceed accepted standards of safety, sanitation, and infection control.
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

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<sup>1</sup> Expectations regarding quality and quantity of work are further delineated in the criteria-based performance appraisal.

imminent danger, a registered nurse may initiate seclusion or restraints prior to obtaining the order from physician or psychiatrist.

3. Assist the physicians and/or other nurses 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 CSU 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 CSU inpatient program policy.
14. Provide reports of pertinent information to oncoming shift personnel, including psychiatrists and conduct conference with team members.
15. Assist the CSU Nursing Coordinator in teaching and directing personnel in rendering nursing care as well as in bringing to the attention of the CSU Nursing Coordinator any safety or treatment concerns that could have a negative impact on patient recovery/safety.
16. Assist in preparing the patient and family for continuing care after discharge by giving emotional support, aftercare/discharge planning appointments, 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 to include assisting in the completion of client grievances as necessary.
19. Supervise and direct mental health technician staff on duty.
20. Monitor all lab results; notify physician of results and/or abnormalities.

- 21. Order medications and supplies as needed from local pharmacy and/or notify the CSU Nursing Coordinator or designee of supplies needed if they are to be requisitioned through the Center.
- 22. Actively participate in the management of referrals from outside sources to maintain optimum response to the community need for inpatient stabilization.

**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 type="checkbox"/> Driving vehicles	<input 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, CPI Nonviolent Crisis Intervention 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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

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:**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**Employee**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**Supervisor**