CLASS TITLE: PSYCHIATRIC NURSE I

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide clinical assessments of patients’ mental health status and provide for proper referrals for treatment; perform quality assurance duties and assure compliance with licensure standards established by the state and federal guidelines.

DISTINGUISHING CHARACTERISTIC:

Psychiatric Nurse I works’ under close supervision. Psychiatric Nurse II is the advance level in this classification series. Incumbents and operate with a high degree of independence.

REPRESENTATIVE DUTIES:

Provide assessment and crisis intervention for assigned clients; provide referrals to an alternate source.

Assure compliance with licensure standards with State and federal guidelines to assure proper reimbursement.

Review referrals for conservatorship, interview clients and family members and make recommendations and arrangements for proper placement of clients as necessary.

Establish and maintain effective working relationships with community and other providers of services such as hospitals, law enforcement agencies and State and federal sponsored organizations.

Prepare written reports regarding licensure standards and clients interviewed.

Participate in staff meetings to discuss programs, problems and concerns; provide counsel to others; plan for timely completion for assigned work load.

Provide assessment and crisis intervention for assigned clients; coordinate referrals as necessary with other agencies.

Evaluate patient medical reports for adequate documentation of medical necessity and treatment modalities.

Provide proper documentation to assure quality control.

Assure compliance of licensure standards with State and federal guidelines in order to secure reimbursement.
Review and assist positions with chart completion in a timely fashion to assure compliance with guidelines and secure reimbursement.

Determine financial status of clients to establish whether sufficient funds exist to provide for other needs; contact mental health departments to request funds for placement of clients.

Maintain client records and prepare a variety of reports regarding crisis intervention, referral, medication, medical assessment and others.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Principles, techniques and procedures of psychiatric nursing.
- Preventative medicine and sanitation.
- Medical and psychiatric terminology.
- Crisis clinic routine and equipment.
- Uses and effects of medicine.
- Record-keeping techniques.
- Oral and written communication skills.
- State, Federal, and local laws, rules, and regulations related to assigned activities.
- Policies and objectives of assigned program and activities.
- Interpersonal skills using tact, patience and courtesy.
- Technical aspects of field of specialty.

**ABILITY TO:**
- Perform crisis intervention, quality assurance and psychiatric nursing duties.
- Evaluate, assess, critique treatment methods and documentation.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Compile and verify data and prepare reports.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: the requirements for licensing as a Registered Nurse and two years psychiatric nursing experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; license by the State of California as a Registered Nurse.

**WORKING CONDITIONS:**

August 2000
Office and clinic environment; position may require driving from site to site to conduct work.

Incumbents may be required to assist in lifting, restraining, and subduing mental health patients.

Incumbents may be exposed to physically or verbally abusive individuals and communicable diseases.