



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title: **Psychiatric Nurse Practitioner**
Jurisdictional Class: Competitive
Civil Division: Cayuga County
Adoption: CSM 3/10/10
Revised: CSM 2/11/15

DISTINGUISHING FEATURES OF THE CLASS:

Psychiatric Nurse Practitioners are registered professional nurses with preparation in a specialized psychiatric educational program who provide mental health care to patients in an outpatient setting. A licensed physician is designated as the physician of record. The Psychiatric Nurse Practitioner works under the supervision of the physician and in accordance with a collaborative agreement. The work includes responsibility for providing psychiatric diagnostic services for patients including the promotion and maintenance of health, prevention of illness and disability, basic care during acute and chronic phases of illness, guidance and counseling of individuals and families, and referral to other healthcare providers when appropriate. The Psychiatric Nurse Practitioner assesses the mental health status of patients by means of interview, health and family history, and diagnostic tests. Contingent upon a collaborative agreement established between the Psychiatric Nurse Practitioner performing the services and the physician of record, the Psychiatric Nurse Practitioner may evaluate test findings, make assessments and initiate appropriate actions to facilitate the implementation of preventive and/or therapeutic plans consistent with the continuing mental health care needs of the patients. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

In collaboration with a licensed physician the Psychiatric Nurse Practitioner will perform the following:
Provides psychiatric diagnostic services for patients;
May confer with social workers, psychologists, and other members of the treatment team when assessing patient needs;
Diagnose, treat, and prescribe for psychiatric related issues;
Participates in a multi-disciplinary psychiatric team setting;
Participates as a team member providing intake services, screening, diagnostic, and clinical treatment services;
May participate in visits to patient's home or other sites;
Provides aftercare to insure continuity of service;
Provides referral information to alternate placement facilities;
May appear as an expert witness in court proceedings;
Maintains information regarding community resources and identifies unmet service needs;
May offer community education services related to mental health issues;
Records case notes as required;
Maintains a patient caseload.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Essential knowledge, skills and abilities;

Thorough professional knowledge of the practice of psychiatric nursing;

Good knowledge of current psychiatric treatment and trends;

The ability to exercise sound judgment in evaluating patient conditions and making decisions on an appropriate course of treatment;

The ability to organize work effectively;

The ability to relate well to a diverse population;

The ability to interpret federal, state and local laws effecting medical and health programs;

The ability to prepare reports both oral and written;

The ability to utilize sound judgment and decision making skills;

The ability to work independently;

The ability to maintain confidentiality;

The ability to effectively work in highly stressful situations.

MINIMUM QUALIFICATIONS:

(A) Possession of a current license and registration to practice as a Registered Professional Nurse in New York State; AND

(B) Possession of current certification by the New York State Education Department as a Psychiatric Nurse Practitioner; AND

(C) Certification by a national certifying body that has established standards for Nurse Practitioners such as the American Academy of Nurse Practitioners or the American Nurse Credentialing Center. *

*If certified in an area other than Psychiatry, 5 years of experience in a psychiatric setting is required in addition to the qualifications listed above.

SPECIAL REQUIREMENT(S):

Possession of a valid New York State driver's license appropriate to vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the job.

Candidate must be eligible and must maintain eligibility for full and unconditional participation in the Medicaid and Medicare programs. If candidate receives an appointment, the continued employment will depend on maintaining eligibility. Failure to do so may result in the termination of the appointment.