

POSITION DESCRIPTION

**MID-LEVEL PROVIDER:
PSYCHIATRIC NURSE PRACTITIONER/PHYSICIAN'S ASSISTANT**

Level: Exempt	Reports To: Regional Mental Health Medical Director (RMHMD)/ Staff Psychiatrist
Status: Part-Time / Full Time	Location: Clark County, WA (Vancouver)

Expectation for All CONMED Employees

All employees of Conmed Healthcare Management, and its subsidiary, Correctional Mental Health Services, are expected to support the Company's mission, vision, and values by exhibiting excellence and competence, collaboration, innovation, respect, commitment to our community, accountability, and ownership.

A CONMED employee provides leadership by modeling CONMED's philosophy and values and integrating CONMED's mission, vision and values into daily activities of the medical unit.

Education and Experience

The Mid-level Provider must possess a valid license to practice medicine in the state of employment as either a Nurse Practitioner (NP) or Physician's Assistant (PA). The NP or PA should have three years experience in working with individuals with severe psychiatric disorders, preferably in a correctional environment and possess and maintain current CPR certification.

Essential Duties and Responsibilities

1. Responsibility for assisting the RMHMD/ Staff Psychiatrist/ Mental Health Coordinator (MHC) in the management of psychiatric services at the facility so that there is a coordinated and comprehensive service that is integrated with security, medical and administration.
2. Evaluate all requests for psychiatric service from the RMHMD, MHC and/or Mental Health Professional(s) (MHP), or in urgent cases directly from correctional staff, inmates and/or medical staff. Evaluations should include, but are not limited to:
 - a. Determination of need for immediate, urgent or routine treatment, a mental status exam, a diagnosis, prescription of psychotropic medication (only when clinically indicated and appropriate to diagnosis), schedule for follow-up as per established protocols with a RMHMD, Staff Psychiatrist and/or MHC for assignment to appropriate staff for ongoing management as indicated. Evaluations of inmates may occur cell side if clinically appropriate or if deemed necessary by custody.
 - b. Communicate, or coordinate the communication, with correctional staff the plan of care for all problematic and/or high-risk patients. (particularly those referred by correctional officers/Administration for immediate action).
 - c. Insure all services are documented in the medical record as per protocol.
3. Ongoing management of assigned, albeit dynamic, caseload within the facility, particularly those prescribed psychotropic medication and in coordination with RMHMD, Staff Psychiatrist and/or MHC. This includes:

- a. Proper follow-up of all patients determined to need follow-up, no more than 90 days for those prescribed psychotropic medication(s).
 - b. Timely follow-up for those determined to be in need of acute follow-up
 - c. Referral or coordination of referral (including required paperwork, phone calls and transfer of information) to hospitals for those who meet criteria.
 - d. Individuals needing a change in a particular medication based on clinical, custody and/or formulary needs (report of side effects, inadequate responses, ongoing symptomatology, formulary equivalents, etc) receive assessment in a timely way.
 - e. Availability for supervision by RMHMD as indicated.
4. On-call responsibilities as assigned.
 5. Possess skills to successfully diagnose and treat patients appropriately, to exercise independent judgment, to analyze a situation and initiate an effective course of action.
 6. Comply with established formulary and pharmacy laws, especially those covering controlled substances.
 7. Communicate effectively and coherently with administration, patients, correctional and medical staff as well as family members of the patients, if indicated.
 8. Participate in any mental health related, jail-based classification, administrative and/or multidisciplinary team meetings determined by the RMHMD/ MHC to be necessary.
 9. Engage with correctional officers and other providers to insure a positive working relationship between CONMED, other Service Vendor's Staff and security staff.
 10. Facilitate, where applicable, NCCHC/ACA/JCAHO accreditation of the medical/mental health program by providing the required level of efficiency and appropriate services.
 11. Abide by the security regulations according to the policies and procedures of the Facility.
 12. Comply with the employee standards of CONMED and the Facility; this includes maintaining a clean working space, a professional personal appearance appropriate to a correctional environment, developing and fostering a harmonious working relationship with coworkers and providing timely notification to the RMHMD and the MHC regarding leave.
 13. Other duties, tasks or projects assigned and/or determined to be necessary to insure the smooth running of the Mental Health Service.
 14. Ensure the confidentiality and rights of patients, the confidentiality of the health systems and department documents, and adhering to HIPPA Regulations.