
RECRUITMENT ANNOUNCEMENT

Wasatch Mental Health

Provo, UT

Phone: (801) 852-4714

www.wasatch.org

Posting Date: 11/28/18

Closing Date: Open Until Filled

Part Time On-Call Registered Nurse or Licensed Practical

Nurse

IRT

PCN#: RN19

Registered Nurse Starting Pay Range: \$21.43 – \$29.08 Hourly

*Starting pay may vary based upon directly related job experience

Licensed Practical Nurse Starting Pay Range: \$15.14 – \$20.54 Hourly

*Starting pay may vary based upon directly related job experience

Schedule: Friday graveyard and other needs that arise

Hours: 8 hour shifts

Registered Nurse Minimum Qualifications: Graduation from an accredited college with an associate degree in a nursing or a medical program; AND must be licensed as a registered nurse in the state of Utah. Preference will be given to those who have experience in the field of mental health.

Licensed Practical Nurse Minimum Qualifications: Graduation from an accredited nursing program with certification as a Licensed Practical Nurse in the state of Utah. Preference will be given to those who have experience in the field of mental health.

ADDITIONAL REQUIREMENTS: You must include a copy of your state license and diploma with your application as required for position. Employment at Wasatch Mental Health is contingent on successful completion of a drug screen, motor vehicle record review and criminal background check. This position requires a National Provider Identifier (NPI) as outlined by Medicaid and Medicare and application must be completed prior to start of employment. After hire you must complete and receive a Criminal Background Clearance (BCI) from Utah State Office of Licensing.

Please go to www.wasatch.org. Complete and submit WMH application on-line. (Please note: Resumes will not be accepted without a completed WMH application.)

Wasatch Mental Health



JOB CLASSIFICATION & SPECIFICATIONS

JOB TITLE:	Registered Nurse	FLSA:	Non-Exempt
DEPARTMENT:	Center-wide	EFFECTIVE DATE:	12/2016
DIVISION:	Center-wide	LAST REVISED:	12/2016

GENERAL PURPOSE:

Performs a variety of **entry level professional medical** duties as needed to assist medical and clinical staff in treatment, care and evaluation of persons needing mental health attention.

SUPERVISION RECEIVED:

Works under general supervision of a Registered Nurse II, Nursing Supervisor or Program Manager.

SUPERVISION EXERCISED:

May be designated as a shift supervisor or lead worker to prepare shift rotations and document shift assignments.

ESSENTIAL FUNCTIONS: (Performs some or all of The Following)

Monitors and administers medications for patients, provides patient/client education regarding medications and importance of treatment compliance; refers programs for clients needing life-coping skills; monitors effect of medication to recognizes adverse reactions.

Writes patient progress notes; records and documents doctor's orders; prepares and processes admissions/Intake paperwork; assures accuracy of billable work hours; participates in team reviews of treatment plans; verifies legal documentation and assures "audit" readiness.

Receive and review lab reports; makes preliminary interpretations and apprises medical staff as needed; receives and reviews client charts to assure accuracy.

Serves as liaison for psychiatric patients to various doctors, service agencies, hospital staff, including Utah State Hospital, Doctor Officers, Utah Valley Jail(s), Behavioral Health hospital, pharmacies, etc.; apprises doctors and clinical staff of patient behaviors and medication reactions; sets up incoming patient medication tracking spreadsheet; documents all medication changes; conducts weekly inventory of medications and creates orders to restock according to established procedures; may manage personal patient caseload; assures timely patient contact related to medication administration; maintains close contact with pharmacy, nursing homes, jail facilities and other providers to ensure accuracy and continuity of care.

Performs mental status evaluation including appearance, hygiene, mood, affect, attitude, thought process and thought content; performs physical evaluation, which may include assessment of vital signs, height, weight, girth and BMI; evaluates progress in areas including ability to sleep, performance at work, or school, or mood and behavior variations; reports results to prescriber; recognizes with client needs crisis services; may respond to requests by physicians seeking consultation for individuals needing psychiatric assessment or attention.

Facilitates client applications to participate in free and subsidized medication programs; prepares pill boxes for XCEL and STRIDE program clients; maintains client documentation of medication to be given during program hours, authorization for student medication signed by prescriber, medication administration record, narcotic and controlled drug administration record and medication liability release form.

Coordinates with client/guardian, prescriber and school when an Authorization for Student Medication is required; coordinates with client/guardian, prescriber, pharmacy and health insurance company when a prior authorization is required; accurately communicates messages from client/guardian to prescriber; accurately communicates directions from prescriber to client/guardian.

Participates on agency's quality assurance team and the admission committee; monitors clinical records and standards to assure compliance with state regulations.

Provides group services as it relates to health teaching, group therapy or educational groups to promote positive mental health habits; accesses internet in-service training.

Prepares and fills pill boxes for residential program and makes sure refills kept current and keeping staff informed of medication changes.

Assists in the development and delivery of mental health clinics; coordinates functions and responsibilities with treatment team(s); assists with the preparation of case files; updates case files to reflect changes in treatment plans and services rendered.

Schedules and transports residential clients to dental, Well-child checks, immunization appointments and any other medical appointments they may need. Including Lab work etc..

Monitors and addresses the wellbeing of residential client's daily concerns; notifies doctor of any problems that need to be addressed.

Investigates discrepancies in medication documentation and deviations with established policy, practice and procedure of the WMH system.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from an accredited college with an associate degree in a nursing or a medical program;
- AND
- B. No experience is necessary, but preference will be given for experience in the field of mental health;

2. Required Knowledge, Skills, and Abilities:

Some knowledge of medications used to treat psychiatric conditions; of medication indications, dosages, modes of administration, contraindications, precautions, drug interactions and side effects; psychiatric diagnoses, treatment and of psychotropic medications; safety procedures related to medication administration; side effects of various medications; patient counseling processes, techniques, and methods; mental health care facility programs and procedures.

Ability to recognize toxic, allergic reactions and drug interaction; instruct or supervise other nurses; perform under adverse crisis situations; communicate verbally and in writing; develop and maintain effective working relationships with nursing supervisor, program managers, professionals, administrators, the public and co-workers.

3. Special Qualifications:

Must be licensed as a registered nurse in the State of Utah.

4. Work Environment:

Work performed in a clinical setting with appropriate climate controls. Tasks require variety of physical activities, occasionally involving muscular strain, related to walking, standing, stooping, sitting, reaching, hearing, talking and seeing essential to successful completion of typical duties. Common eye, hand, finger dexterity must exist. Mental application utilizes memory for details, complex instructions, emotional stability, creative problem solving. Elements of hazard uncertainty exist in the normal course of performing duties associated with providing mental health services.

Wasatch Mental Health



JOB CLASSIFICATION & SPECIFICATIONS

JOB TITLE:	Licensed Practical Nurse	FLSA:	Non-Exempt
DEPARTMENT:	Center-wide	EFFECTIVE DATE:	12/2016
DIVISION:	Center-wide	LAST REVISED:	12/2016

GENERAL PURPOSE:

Performs a variety of **entry level professional and complex technical duties** as needed to assist medical and clinical staff in medication management, treatment, care and evaluation of persons needing mental health attention.

SUPERVISION RECEIVED:

Works under general.

SUPERVISION EXERCISED:

None.

ESSENTIAL FUNCTIONS

Provides medication management for the psychiatric client under the direction of the registered nurse.

Charts and records pertinent information; responsible for taking medication refill requests from clients and following through to see medication is authorized to be refilled and charted properly.

Prepares and maintains medication records for client charts; reviews and records laboratory tests; reviews test results, interprets and receives physician direction; maintains medication supplies; orders medication as needed.

Assess and reports emergency and crisis situations to RN or Medical Doctor; notifies RN of any changes in client, reporting any condition which may change treatment ordered by a Doctor.

Assists in keeping medication room environment clean, safe and hazard-free, ordering supplies as requested.

Participates as a team member in the clinical activities of a facility, attending staff meetings; assists in crisis intervention when needed and prevention activities; receives and assesses crisis calls for placement to proper staff.

Provides general health and nursing care to clients; provides instruction in life-skills and hygiene; healthy sexuality group(s).

Supervises clients in chore assignments daily to teach responsibility and work ethics; assists in teaching social skills.

Provides case management assistance by coordinating, scheduling, linking and transporting clients to doctors, hospitals, dentists, etc.; assists with follow-up with case managers and family members.

May be assigned specific clients to coach in behavioral modification programs.

Performs other related duties as required.

MINIMUM QUALIFICATIONS:

1. Education and Experience:

A. Graduation from an accredited nursing program with certification as a Licensed Practical Nurse;

AND

B. No experience necessary;

2. Required Knowledge, Skills, and Abilities:

Some knowledge of psychiatric diagnoses, treatment and of psychotropic medications; safety procedures related to medication administration; side effects of various medications; client counseling processes, techniques, and methods; mental health care facility programs and procedures.

Ability to express observations both in oral and written terms; exercise judgment in amount and kind of information passed on to other personnel; give and receive accurate reports of client status; make accurate notations and changes in client charts and communicate the same to supervisor and other personnel; recognize toxic, allergic reactions and drug interaction; perform under adverse crisis situations; develop and maintain effective working relationships with program monitors, professionals, administrators, the public and co-workers.

3. Special Qualifications:

Must be a Licensed Practical Nurse in the State of Utah.

4. Work Environment:

Work performed in a clinical setting with appropriate climate controls. Tasks require variety of physical activities, occasionally involving muscular strain, related to walking, standing, stooping, sitting, reaching, hearing, talking and seeing essential to successful completion of typical duties. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, complex instructions, emotional stability, creative problem solving. Elements of hazard uncertainty exist in the normal course of performing duties associated with providing mental health services.