

NURSING AND PATIENT SERVICES COORDINATOR

FUNCTION OF THE JOB

Under direction of the Mental health Center Administrator, to be responsible for designing, coordinating, operating, planning, and developing psychiatric nursing programs of the in-patient psychiatric hospital; to manage support operations of the hospital; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Directs the selection, assignment, and supervision of the psychiatric nursing staff at the Mental Health Center.
2. Provides feedback and coaching related to performance for staff assigned to the nursing department which can include the development of performance improvements plans.
3. Supervises and directs appropriate tasks to the Registered Nurse Supervisors at the Mental Health Center.
4. Plans, implements, and evaluates nursing procedures to provide quality psychiatric-medical patient care at the Mental Health Center.
5. Coordinates the Psychiatric Nursing Services with other mental health and AODA services including inpatient, outpatient, emergency, and residential care.
6. Participates in the systematic review and comprehensive planning of mental health services and other selected human services areas.
7. Participates in analyzing and evaluating total treatment programs for inpatient and outpatient services.
8. Plans, coordinates, and implements in-service educational programs for Division personnel, psychiatric nursing personnel, and contracted agency staff.
9. Assures adherence to hospital nursing, dietary, pharmacy, and medical records standards as required by federal, state, and local laws, codes, and regulations.
10. Serves as a representative to public community agencies, professional groups, volunteer agencies, and educational institutions
11. Works closely with educational institutions to ensure a rewarding experience for students and staff.
12. Provides information on patient care issues to other agencies such as police departments, group homes, and jails.
13. Prepares and monitors contracts with service providers to assure contract compliance and problem resolution.
14. Plans, develops, and implements special projects associated with mental health services.
15. Coordinates the purchase of supplies, equipment, and capital outlay needs for the inpatient facility.
16. Performs emergency government duties as assigned in event of Waukesha County Emergency Government declaration.
17. Functions as the Infection Control Officer.
18. Coordinates with contract pharmacy to ensure patients are provided with medications in an efficient, safe, and lawful manner.
19. Reviews all Level I and Level 2 PASARR Screens for Waukesha County and coordinates with Social Workers from area Nursing Homes and other Long Term Care Facilities.
20. Responsible for staffing the 24/7 operation of the inpatient unit; works with contracted commercial agencies when needed to maintain adequate staffing levels.
21. Establishes and maintains effective working relationships with departmental staff, patients, community agencies, and the general public.
22. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of modern psychiatric nursing theories, practices, principles, and procedures and how to apply them to patient management problems.
2. Comprehensive knowledge of applicable rules, regulations, and codes such as Chapter 51 and 55 of the Wisconsin State Statutes and Federal Codes such as Title 19.
3. Comprehensive knowledge of the legal aspects of psychiatric nursing, pharmacy, medical records, and dietary practices and mental health laws and codes.
4. Comprehensive knowledge of confidentiality statutes and requirements, including the Health Insurance Portability and Accountability Act (HIPAA) of 1996.
5. Considerable knowledge of psychopathology, mental health principles, and treatment techniques.
6. Considerable knowledge of administrative, managerial, and supervisory principles and practices.
7. Considerable knowledge of substance use and disability areas and their treatment techniques and objectives.
8. Working knowledge of electronic health record, computerized department program software, internet access, database, spreadsheet, and word processing programs.
9. Ability to utilize word processing, database, and spreadsheet programs.
10. Ability to plan, organize, coordinate, and direct the Psychiatric Nursing Services with Mental Health Center activities.
11. Ability to plan, organize, assign, and direct the work of others.
12. Ability to establish and maintain effective working relationships with departmental staff, patients, community agencies, and the general public.
13. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
14. Ability to communicate effectively orally and in writing.

Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in nursing, health sciences, health care administration, or a closely related field.
2. Three (3) years of responsible work experience in psychiatric nursing, including two (2) years of supervisory experience.
3. Certification or eligibility to receive certification to practice as a Registered Nurse in the State of Wisconsin.
4. Master's degree in nursing or a closely related field may be substituted for one (1) year of the work experience requirement.