

## **Position Description**

Mental Health Resource Center is seeking a full time **Director of Psychiatric Services for UF Health** in Jacksonville. This position is responsible for managing the inpatient psychiatric program, maintaining quality patient care and supervising all members of the treatment team, 24 hours/ 7 days a week. This position is responsible and accountable for compliance with all applicable standards, regulations, laws, and policies and procedures.

UF Health's inpatient psychiatric program includes psychiatric crisis stabilization units that provide services for the adult population. Many patients are admitted involuntarily via the Florida Mental Health Act (Baker Act). The average length of stay on the unit is 4 to 5 days. Due to the types of services provided, crisis stabilization units are a fast-paced working environment and present employees with challenging and rewarding opportunities.

The essential duties of the position include, but are not limited to the following:

- Develops and maintains effective programming and ensures quality of patient care on the inpatient psychiatric unit at University of Florida Health (UF Health), in compliance with federal, state and local laws and regulations.
- Coordinates ancillary services in accordance with the needs of the patients, as identified by the hospital and the physicians.
- Supervises Class II and Class III pharmacy system in accordance with federal, state and local regulations under the direction of the pharmacist.
- Ensures that all nursing staff follow safe and ethical practices
- Establishes, maintains and monitors medication administration and education for all patients; reviews and reports medication variations and adverse reactions, and institutes appropriate corrective action.
- In cooperation with the Infection Control Practitioner, oversees and ensures compliance with policies and procedures related to infection control on the unit, including patients and employees.
- Assists with Mental Health Resource Center and UF Health Quality Improvement monitoring and studies.
- Implements and maintains effective mechanisms for meeting the nutritional and/or special needs of the patients, in coordination with the physician and/or other responsible staff or departments.

- Performs supervisory functions (i.e., coordinates with RBHS Vice President of Inpatient & Nursing Services) including, but not limited to:
  - Supervising and assisting Registered Nurses (RN), Licensed Practical Nurses (LPN), professional, paraprofessional and clerical staff.
  - Supervising restrictions and seclusion/restraint procedures, including monitoring their use, assisting in record keeping and training of staff on policy and procedure. Prepares and reports monthly data on same.
  - Maintains therapeutic milieu and ensures quality patient programming schedule.
  - Coordinates consultation/communication with administrators and other departments, as indicated and in accordance with policies and procedures.
  - Demonstrates a leadership role through competent clinical practice, delegation, use of time, equipment and personnel, and displays current knowledge of and maintains unit compliance with policies and procedures in the following areas related to nursing.
  - Facilitates recruitment, hiring, orientation, retention, evaluations, and employee actions in coordination with Vice President and UF Health.
- Responsible for 24-hour staffing coverage to maintain a safe and therapeutic milieu; prepares monthly schedules and monitors adherence.
- Organizes, leads and participates in professional nursing activities, staff meetings, committees; ensures staff attendance to same, as appropriate.
- Responsible for on-call services for all MHRC in-patient programs after hours, as scheduled.
- Staff Monitoring:

### **Position Requirements**

In order to be considered candidates must have an Associate's Degree from an accredited school of nursing. A Bachelor's Degree in Nursing or related field is preferred.

Five years of nursing and supervisory experience in psychiatric treatment setting required.

A current Florida license as a Registered Nurse is required.

Proficiency in Microsoft Office Programs, Outlook, and the Internet required.

Proficiency in the UF Health and MHRC electronic health records systems (EHR) demonstrated within three months of employment.

Strong communication skills are essential and this individual must be able to interact appropriately with internal and external customers, including patients, families, caregivers, community service providers, supervisory staff and other department professionals.

**Position Details**

This is a full-time position.

Participation in the MHRC on-call rotation is required.

***This full-time position offers a comprehensive benefits package.***