

## **Position Description:**

**Mental Health Resource Center** is seeking a **Nurse Manager** for the psychiatric adult inpatient crisis stabilization unit at our Northside facility.

The crisis stabilization unit provides emergency psychiatric services. Most patients are admitted involuntarily to the facility via the Baker Act, the mental health act of Florida.

The normal length of stay on the unit for patients is typically 3-5 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. Employees work together and support one another in a friendly, team oriented atmosphere.

The Nurse Manager is responsible for developing and maintaining quality patient care and programming cooperation with other members of the treatment team. The Nurse Manager is accountable for unit compliance with all applicable standards and regulations and for the 24-hour supervision and performance of all staff assigned to the unit.

Some of the responsibilities of the position include but are not limited to:

### **NURSING:**

- Develops and maintains effective patient care and unit programming in coordination with other members of the treatment team and in compliance with federal, state and local laws and regulations; collaborates with the Clinical Team Leader.
- Coordinates ancillary services in accordance with the needs of the patients as identified by the Physician, Nurse Practitioner and Physician Assistant.
- Maintains effective processes for meeting the needs of patients with disabilities or special needs, i.e., nutritional needs.
- Demonstrates a leadership role through competent clinical practice, delegation, use of time, equipment and staff, and displays current knowledge of and maintains unit compliance with policies and procedures in the following areas related to nursing:
  - Thorough completion of initial full (as applicable) Nursing Assessment and Treatment Plan for each patient.
  - Notification of Physician, Nurse Practitioner and Physician Assistant for consultation on patients with medical problems requiring attention or transfer to a medical facility.
  - Supervision of care for ongoing medical problems and intervention and/or treatment of medical emergencies.
  - Proper release of medical information to other facilities for transfers or medical emergencies.
  - Proper medication administration and education.
  - Stabilization of the patients in psychiatric crisis through verbal de-escalation, medication management, time alone and seclusion/restraint ensuring use of least restrictive measures possible in accordance with policy and procedures.
  - Maintains working knowledge of patient population and has regular contact with patients.

- Assists Nurse Practitioner and Physician Assistant as needed and ensure completion of history and physical within 24 hours of admission.
- Assists Physician, Nurse Practitioner and Physician Assistant during daily rounds and with evaluations.
- Participates in Treatment Team meetings and attends morning LIP rounds.
- Provides assistance and guidance to other staff members.

**ADMINISTRATIVE:**

- Supervises pharmacy operating procedures in accordance with federal, state and local regulations, under the direction of the Consulting Pharmacist. Ensures that all nursing staff practice safe medication administration techniques. Monitors and ensures compliance with unit-based medication education for all patients, including informed consent. Reviews all Medication Variation forms and institutes appropriate corrective action. Reports data to Quality Improvement Department.
- Reviews all Incident Reports and institutes appropriate follow-up.
- Ensures maintenance of effective Infection Control Program, through monitoring infections and promoting a healthy environment in coordination with Infection Control Practitioner.
- Reviews comment forms and provides appropriate follow-up.
- Assists with Quality Improvement monitoring as requested or required.
- Collaborates with other Managers to standardize and improve patient care and programs.
- Responsible for the management information system functions, including training, entries, reviews and corrections.
- Functions as liaison with local colleges in the coordination of nursing student rotations on the inpatient units.
- Supervises, assists and evaluates Registered Nurses, Licensed Practical Nurses, and Behavioral Healthcare Assistants in all areas including medical record documentation, patient care and programmatic responsibilities.
- Supervises restrictions and seclusion/restraint procedures, including monitoring their use and assisting in record keeping and training of nursing staff on policy and procedure. Reports on monthly data to Behavior Management Committee.
- Coordinates continuity of care between shifts. Assures primary assignments are followed.

**Position Requirements**

In order to be considered candidates must have an Associates degree in Nursing from an accredited school of nursing. Bachelor's degree in Nursing preferred.

Three years of nursing and supervisory experience required. Experience with behavioral health required.

Valid Florida State license as a Registered Nurse required.

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

Proficiency in the MHRC electronic health records system (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***