

## STATE OF ARIZONA JOB CODE CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV38024</b>
<b>Job Class Code:</b>	<b>580</b>	<b>Salary Schedule:</b>	<b>ASRRPSYRN</b>
<b>EEO Category:</b>	<b>01</b>	<b>Grade:</b>	<b>21 B</b>
<b>Workers Comp Code:</b>	<b>8833</b>		
<b>Job Code Established:</b>	<b>02/01/85</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>12/16/86</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Psychiatric Administration Series

**JOB CODE TITLE:** PSYCHIATRIC NURSING COORDINATOR

**HRIS TITLE:** PSY NRSNG COORD

**CHARACTERISTICS OF THE CLASS:** Reports to the Psychiatric Nursing Director. Has the authority to reassign personnel temporarily; hire temporary registry nurses; authorize use of overtime; facilitate patient transfers; recommend disciplinary or dismissal actions to the appropriate psychiatric nursing/treatment manager. Coordinates nursing/treatment services for total hospital units on PM and night shifts; interprets policies and procedures for shift nursing supervisors; maintains adequate staffing on all units through transfers or nursing registry; responds to all psychiatric and medical emergencies. Work product consists of consultative services provided to shift nursing supervisors; staff assignments adjusted; safe and therapeutic environment provided; in-service training presented, related to psychiatric working skills, unit policies and procedures; medical and psychiatric emergencies attended. Responsible for planning, supervising, evaluating and coordinating total psychiatric nursing care and related services to psychiatric patients on all treatment units during PM and night shifts.

**EXAMPLES OF DUTIES:** Examines and reviews staffing patterns; interviews, selects, and temporarily assigns nursing personnel in accordance with competency and experience. Contacts nursing registry to hire temporary nurses for a specific shift. Plans for better use of human resources in the PM/night shift hospital treatment units; examines reports, confers with supervisory staff; analyzes and evaluates data and makes determinations. Visits and inspects treatment units; counsels, instructs, and directs shift supervisors to assure services conform to plans. Responds to all medical and psychiatric emergencies throughout the hospital; provides direction to maintain safety. Supervises and reviews new and modified treatment and nursing care plans, as necessary, to evaluate crises. Facilitates patient transfers within the hospital and to other facilities. Instructs regular staff members in proper use of a complex system of methods, procedures, rules or regulations established by the hospital administration. Interviews employees in disciplinary actions; reviews documentation and recommends necessary action to Day Shift Treatment Manager.

Attends interdisciplinary team leadership meetings, participates in activities of committees, task force or ad hoc work, or advisory groups closely related to the work system, goals, and objectives. Evaluates in service and out service training programs for treatment/nursing staff, based on available data and pre-established evaluation techniques; makes determinations and recommendations. Conducts and participates in in-service training and staff development programs for all staff. Performs related work as required.

**WORK CONDITIONS:** Some degree of hazard is present in working in close proximity to psychiatric patients.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** the principles of psychiatric and medical/surgical nursing; hospital policies and procedures; patient rights and commitment laws; nursing care plans; administration of medication and charting; in-service training material and scheduled workshops.

**Skills/Ability to:** perform psychiatric nursing assessments; recognize the needs and concerns of psychiatric patients; manage and interact with assaultive patients; manage nursing assignments; provide orientation and educational in-service training; communicate verbally and in writing.

**SPECIAL SELECTION FACTORS:** Required at time of appointment: possession of a current license or a temporary permit to practice as a registered nurse in the State of Arizona. Required for permanent status: possession of a current license to practice as a registered nurse in the State of Arizona.