

STATE OF ARIZONA JOB CODE CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV38025
Job Class Code:	580	Salary Schedule:	ASRRPSYRN
EEO Category:	01	Grade:	22
Workers Comp Code:	8833		
Job Code Established:	02/01/85	Effective Date:	
Job Code Revised:	12/09/88	Effective Date:	

JOB CODE SERIES: Psychiatric Administration Series

JOB CODE TITLE: PSYCHIATRIC NURSING UNIT MANAGER

HRIS TITLE: PSY NRSNG UNIT MGR

CHARACTERISTICS OF THE CLASS: Reports to a Health Care/Nursing Administrator. Has the authority to develop and recommend unit operational policies and procedures; to hire, promote and transfer staff; to evaluate staff performance; to maintain cost effective inventory; to make decisions involving patient care. Supervises and evaluates medical and psychiatric patient nursing services for a psychiatric treatment unit (all shifts - 24-hours); reviews treatment documentation for quality assurance and compliance with internal and external policies; participates in program planning and evaluation; implements special programs through coordination with other health disciplines; submits budget drafts for human and material resources. Work product consists of quality nursing care in a psychiatric unit; treatment services monitored for quality assurance; nursing standards developed and maintained; improved techniques implemented. Responsible for supervision of a 24-hour nursing service in a psychiatric unit; for quality of care to patients; for timely submittal of reports.

EXAMPLES OF DUTIES: Directs, instructs, and supervises a 24 hour psychiatric/medical surgical nursing and treatment service in a patient care unit. Utilizes records and medical charts of patient clinical diagnosis, treatments, and laboratory test results, as a guide for further determinations and treatments. Interviews and reviews patient history; makes diagnostic determinations and decisions regarding treatment plans. Confers with physicians to plan and determine course of action in patient care. Confers with other staff members; specialists, consultants and members of a treatment team, discussing, planning and determining course of action in patient care or treatment. Adapts work schedule of unit staff to provide adequate coverage. Writes manual of standards and policies for programs in the treatment unit. Plans, develops, and provides continuing education and in service training. Ensures environmental and safety standards of the unit are met. Interviews prospective employees after appropriate application procedure has been completed; makes decisions on hiring. Evaluates work performance of subordinate staff over a period of time, completed performance goals/evaluation forms; makes oral presentations to health/nursing services administrator. Resolves problems and questions presented by subordinate staff regarding work processes, policies, organization or methods. Establishes and maintains work standards, procedures, methods and rules. Reviews all personnel actions of unit including payroll for specified period as quality control action; makes corrections and adjustments as required. Interviews employees in disciplinary actions; reviews case and recommends disciplinary actions. Evaluates in-service and out-service training programs. Participates in development of annual budget request and takes responsibility for the treatment unit budget proposal. Performs related work as required.

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

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: the principles of psychiatric and medical/surgical nursing; current developments in the field of psychiatric/medical nursing; staff development techniques; JCAH licensing standards; agency policies

and procedures; principles, practices and methods of professional and supervisory nursing services; the Nurse Practice Act.

Skill/Ability to: administer psychiatric nursing care techniques. Assess patient behavior/problems; assess and direct the handling of patient emergencies and crises; apply the techniques of staff development motivation and team coordination; communicate verbally and in writing; apply organizational and leadership techniques.

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.