



## JOB DESCRIPTION

**JOB TITLE:** Psychiatric Nurse Practitioner – Child & Adult  
**EXEMPTION STATUS:**  X  Exempt   Non-Exempt  
**REVISED DATE:**  March 2024

**SUMMARY:** Newly created position within the expanding department of Psychiatry at ETSU. This position is 95% clinical duties in an outpatient Psychopharmacology setting seeing children and adult patients.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Provide initial psychiatric evaluation, med checks and psychiatric consults and provide treatment of psychiatric/behavioral health disorder in children and adults
- Collaborate and communicate effectively with psychiatrist, clinic staff, residents and social workers
- Prescribe and/or direct psychotherapeutic treatments or medication to treat mental, emotional and behavioral disorders
- Maintain timely and accurate documentation congruent with organization guidelines within an electronic health record
- Understanding of appropriate billing/coding and HIPPA compliance issues
- Committee participation
- Attend and participate in regularly scheduled staff meetings
- Maintain confidentiality according to agency policies

**EDUCATION AND/OR EXPERIENCE:** Psychiatric Nurse Practitioner (Master's or Doctorate degree required. A minimum of one year experience as a Licensed Psychiatric Nurse Practitioner required.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

**LANGUAGE SKILLS:** Ability to read, interpret, and comprehend simple instructions and correspondence (whether written or verbal). Ability to compose simple correspondence and documentation. Ability to effectively present information and respond to questions in one-on-one and small group situations whether in person or on the telephone. Ability to respond to inquiries in a professional manner that the respondent can comprehend. Ability to respond effectively to others.

**MATHEMATICAL SKILLS:** Basic math skills required; ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:** Ability to define problems and draw valid conclusions. Ability to solve practical problems with an extensive variety of information that deals with several variables. Ability to apply common sense, good judgment, and problem solving skills as needed and appropriate.

**OTHER SKILLS AND ABILITIES:** Ability to establish and maintain an effective working relationship with coworkers, supervisors and vendors. Ability to act diplomatically and confidentially. Ability to operate computers, keyboards, and printers. Ability to operate phone system. Ability to concentrate on the situation at hand and listen effectively. Ability to organize tasks, work as a team member and/or independently. Knowledge of, computer systems and work-related programs. Skill in verbal communication and customer relations. Must demonstrate good interpersonal skills to work in busy administrative office. Must demonstrate good time management and problem solving skills.

**WORK ENVIRONMENT:** The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job within a medical office. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**DISCLAIMER:** The above statements and performance expectations are intended to describe the general nature and level of work by individuals assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, skills, and abilities required by personnel so classified.

I have received information regarding ETSU Physicians & Associates Policies and Procedures and understand how to access them on-line.

I understand and agree that in the performance of my duties as an employee of ETSU Physicians & Associates, I must hold information of a confidential nature in the strictest of confidence. I must not use or disclose any Protected Health Information other than as permitted by HIPAA requirements. I understand that any violation of the HIPAA policies may result in disciplinary action, which may include termination.

Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or ETSU Physicians & Associates may terminate employment at any time, for any reason.

**By signing below, I acknowledge that I have reviewed this job description and will comply to the best of my ability.**

***PRINT EMPLOYEE NAME:*** \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Date