



Human Resources

949 West Alameda Street, Santa Fe, NM 87501
Phone: 505-992-9880 Fax: 992-9895
E mail: www.santafecountynm.gov

Job Title: Psychiatric Clinical Nurse Specialist
Department/Division: Public Safety/Corrections
Salary: \$37.3320/hr - \$55.9982/hr Range: 56
Position Status: Full-Time/ Classified
FLSA Status: Exempt
Closing Date: January 31, 2017
Job #: 1-2017-021

Primary Purpose:

Provides psychiatric services to the inmates at the Santa Fe County Adult Detention Center, (SFCADF), the SFC Youth Development Program (SFCYDP) during incarceration, in compliance with National Commission of Correctional Health Care (NCCHC) standards and Departmental procedures and under the supervision of the Psychiatrist..

Essential Job Functions:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Performs psychiatric evaluations of inmates, including review of medical information obtained by other health care providers; completes the history of an inmate's previous medical, and psychiatric treatment; reviews results of lab and other diagnostic tests.
- Identifies and prioritizes nursing care needs for population. Conducts comprehensive, holistic wellness and illness assessments using established evidence-based techniques, tools, and methods.
- Observes and reports on patient outcomes.
- Establishes diagnoses for psychiatric problems. prescribes treatment and a follow-up plan for abnormal conditions; Prescribes treatment for inmate's psychiatric conditions, including psychotropic medication and further diagnostic procedures, monitoring of vital signs,) and initiates referrals to other physician specialists.
- Documents results of physical examinations, diagnoses and treatments in the individual inmate's medical record using the SOAP or other structured charting format; assures the maintenance of patient confidentiality and complies with Department and other requirements concerning release of medical information.
- Advises and recommends to the Warden and Department Director changes on policies, practices and security requirements relating to the healthcare delivery system. Works with Psychiatrist.
- Obtains written informed consent, according to Department procedures, from inmates prior to administration of any diagnostic or treatment procedure which poses a material risk of substantial pain or harm to the inmate; provides information and consultation to inmates and their designated families, as requested, about medical findings and prescribed treatments. Provides medical information to Department employees, other health care providers as necessary to assure continuity of prescribed treatment and to maintain the safety and security of the institution; participates with other members of the health care team in the development of individualized treatment plans for inmates requiring special psychiatric monitoring.
- Provides on-call psychiatric coverage in accordance with the SFCADC on-call policies and procedures; and performs emergency psychiatric interventions; Performs work according to guidelines and procedures for maintenance of a secure environment in the correctional setting.
- Represents the Department in court as determined necessary by the SFC Legal Department concerning health care delivery;; assumes responsibility for professional growth and continued education
- Advances practice of nursing by implementing innovative alternative solutions that address complex system problems and/or patient care issues.

Knowledge & Skills:

- Ability to write legible reports in English using correct grammar. Add, subtract, multiply, divide and calculate percentages.
- Ability to effectively interact with others; express thoughts logically; communicate verbally; react quickly and appropriately to emergency situations.
- Knowledge of medical services within the general scope of practice for Nurse Practitioners, as provided by laws of the State of New Mexico.

Minimum Qualifications:

- Must have an independent license to prescribe psychiatric medication plus 2-years post licensure experience in prescribing psychiatric medication.
- Must have a valid Registered Nurse License, must be a graduate of a psychiatric clinical specialist program at the master's or doctorate level through an accredited institution, and must have a current national clinical nursing certification.

- Must be certified MLP- Nurse Practitioner.
- Must have a Basic Life Support (BLS) certification.
- Must pass background check (driver's license, criminal history, and wanted persons).
- Must possess a valid New Mexico Class D driver's license. Incumbent may be appointed to drive a Santa Fe County vehicle while conducting County business.

Working Conditions:

Work is performed in a correctional facility office and clinical setting. Work schedule shall include evening, weekend, holiday and on-call hours. Frequent standing, walking, sitting, bending, and lifting (25 lbs max.). Inmates may be argumentative and confrontational at times, requiring quick reflexive responses. May be subject to exposure to health hazards including infectious diseases carried by detainees, emergency or dangerous situations which may result in personal injury, death.. May be exposed to emotional and job induced stress and tension. Some travel may be required. Incumbent will be subject to random pat down searches. May be subject to exposure to CRT's and VDT's.

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening.

Submit Applications to:

Santa Fe County Human Resources

949 West Alameda Santa Fe, NM 87501

Resumes will not be accepted in lieu of the official Santa Fe County employment application.

Proof of education, certificates and/or endorsements must be attached to each application.

REVISED: 02/22/2016