



## NURSE PRACTITIONER (ARNP)

**Department:** Sheriff's Department  
**Job Class #:** 363600  
**Pay Range:** Professional 31

**FLSA:** Non-Exempt  
**Represented:** No  
**Civil Service Approved:** 5/31/11

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is technical and professional psychiatric Nurse Practitioner work in the Pierce County Detention and Corrections Center, a maximum security facility. An employee in this classification is responsible to provide psychiatric evaluation, prescribe medication and recommend treatment. Incumbents must work independently and cooperatively with other medical staff, corrections officers, law enforcement, DMHP (Designated Mental Health Professional), state and local hospitals, and a variety of outside agencies.

### **ESSENTIAL FUNCTIONS:**

- Coordinate psychiatric treatment with medical and clinical staff, corrections, community agencies and other professionals.
- Prioritize referrals according to emergent level of need.
- Evaluate inmates, provide diagnosis, recommend special treatments, and prescribe medication.
- Advise treatment staff on the delivery of prescribed medication.
- Determine if substance abuse is a factor, assess level of abuse and make appropriate referrals.
- Schedule follow-up evaluations to monitor efficacy of treatment and adjust as indicated.
- Refer inmates to the medical clinic for medical treatment or for transfer to and from community services and hospitals.
- Maintain complete medical record for psychiatric care and keep charting current and up to date.
- Develop reports to include but not limited to: treatment plans and recommendations, progress reports, transfer summaries, and other documentation for the care, custody and continuity of treatment for inmates.
- Provide training, guidance and follow-up consultations to clinical staff.
- Provide direction during emergency and crisis situations.
- Monitor psychiatric services through utilization and peer review procedures, and ensure ethical and professional standards of practice are maintained.
- Establish and maintain effective working relationships with community providers, County officials, employees and the general public.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

### **OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned.

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**SUPERVISION RECEIVED AND EXERCISED:** Work is performed with considerable independence in accordance with license privileges, department policies, procedures and established state and federal guidelines regarding medical/psychiatric care of inmates and is reviewed by an administrative superior and subject to review when indicated by the Medical Director. This position is not responsible to supervise others, but may provide guidance and/or training of other medical staff.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. ARNPs in the Sheriff's Department work in the confined indoor space of a maximum security adult correctional facility. There is constant exposure to hazardous chemicals, hazardous waste, bio-hazardous material, pharmaceuticals, infectious diseases and in-person contact with inmates. Attendance at meetings outside of normal work hours may be required. Work schedules include shift work, holidays, overtime and weekends and may require reporting to work in the event of emergency.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Physical and mental demands include ability to perform tasks involved in operating common office and medical equipment; sit and stand for long periods of time; manual dexterity to include bending, stooping, pushing, pulling and reaching; digital dexterity; talking; seeing; hearing; reasoning and analyzing complex information. Travel to meeting locations may be required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:**

- Principles and practices of psychiatric Advanced Practice Nursing.
- Clinical issues as well as medical issues related to psychiatric treatment.
- Indications, dosage, and side effects of prescribed medications.
- State and federal laws for involuntary commitments, seclusion, and restraints.
- Quality assurance, utilization and case review.
- Community agencies and services available to the specific client population.
- Professional nursing principles and concepts including legal responsibilities.
- Infectious control and disease prevention policies and procedures.
- Safety procedures related to health care in a locked facility.

**Skill in:**

- Advanced professional nursing techniques and medical procedures.
- Use and operation of a wide variety of medical instruments and equipment.
- Prescription of medication.

**Ability to:**

- Provide staff training and education.
- Take patient histories, make assessments, diagnose, formulate treatment plans, prescribe medication, and make referrals.
- Effectively respond to various types of emergency situations; remain calm and work effectively in a stressful and potentially hazardous environment.

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**Ability to (cont.):**

- Defuse interpersonal hostility or non-cooperation of inmates.
- Work effectively within a multidisciplinary team and provide leadership.
- Establish and maintain effective working relationships with physicians, staff, outside agencies.
- Quickly and accurately evaluate psychiatric and medical problems.
- Assess, analyze and collect pertinent patient information.
- Keep accurate documentation and records of work performed.
- Understand and maintain patient confidentiality laws.
- Analyze situations quickly and objectively and determine a proper course of action.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Clearly communicate medical information to assure understanding.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

**MINIMUM REQUIREMENTS TO APPLY:** Master's Degree with appropriate training as a Nurse Practitioner and current Washington State licensure as both a Registered Nurse and Advanced Registered Nurse Practitioner or eligibility for license reciprocity in Washington State as a registered nurse and Advanced Registered Nurse Practitioner is required. License must be in good standing with no license restrictions or probationary status. One year work experience as an ARNP and a minimum of three years of experience working with mentally ill clients is required (three years of experience does not have to be in the capacity of an ARNP). U.S. citizenship and the ability to read and write the English language as required by RCW 41.14.100. Prefer ARNP with a Psychiatric Certification.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:**

Ability to successfully complete a Pierce County Sheriff's Department background investigation, which may include a medical physical, behavioral assessment and polygraph, is required prior to hire. A valid Washington State driver's license may be required when travel is required of the position.