

**PSIMED CORRECTIONS, LLC  
MENTAL HEALTH SERVICES  
Job Description**

**POSITION TITLE:** Mid-Level Practitioner (Physician Assistant or Nurse Practitioner)

**LOCATION:**

**REPORTS TO:** Medical Director

**CLASSIFICATION:** Exempt, Full Time

**EFFECTIVE:** May 1, 2012

**REVISED:** June 17, 2022

**POSITION SUMMARY:** This position is responsible for extending psychiatrist services by providing comprehensive psychiatric evaluation, medication treatment and psychotherapy to clients while providing exceptional service ensuring the highest quality work standards are achieved and maintained according to practice policies and procedures.

**ESSENTIAL DUTIES:**

Abide by the policies and procedures of PSIMED Corrections, LLC, the medical service provider and the security regulations of the West Virginia Division of Corrections and Rehabilitation (WVDCR) facility to which psychiatric services are provided.

Serve as an extender to the psychiatrist and cooperate with the Medical Director and Division Administrator to ensure coordination of PSIMED Corrections, LLC mental health services.

Provide documentation of services to permit monitoring of compliance with policy and procedures of mental health services and the contractual agreement with the medical services provider.

Maintain confidentiality of client information in accordance within the limits of WVDCR, the standards of the National Commission on Correctional Health Care, the American Correctional Association and PSIMED Corrections, LLC policies and procedures.

Maintain knowledge of current state of best practices in the field of correctional mental health and research in criminal justice, assessment and rehabilitation.

Complete specific duties and responsibilities as designated by the Medical Director or Division Administrator. Designation of duties will be determined by current facility needs taking into consideration staff member's interest whenever possible.

Provide and manage direct client care, including assessments, evaluations, diagnoses and treatment.

Develop and implement client management plans, record progress notes and provision of continuity of care.

Complete documentation in the "Mental Health" section of the medical chart of individual's treatment in accordance with PSIMED Corrections, LLC policies and procedures.

Provide administration support and/or monitoring of client's mental condition for psychiatric staff as appropriate.

Prescribe pharmaceuticals, other medications and treatment regimens as appropriate for assessed conditions.

Monitor clients' prescribed psychotropic medications to assess treatment effectiveness and medication side effects by ensuring all mental health caseload clients are evaluated by the psychiatrist at least one time per quarter or more frequently as needed.

Instruct and counsel patients regarding compliance with prescribed therapeutic regimens.

Keep current with working knowledge including changes and updates relating to client care.

Attend training as required to maintain current licensure.

Assist PSIMED Corrections, LLC staff in the arrangement of a commitment to an appropriate state or local hospital as determined in optimum treatment.

Provide on-call psychiatric services.

Provide documentation of all on-call psychiatric service contacts to the Mental Health Referral Coordinator using the Service Activity Log Notification Tracking Form.

Abide by established conduct standards; speak and interact with clients, employees, etc. in a professional manner.

Comply with employee standards including adhering to safety standards of PSIMED Corrections, LLC as well as applicable employee standards of WVDCR and with all licensing standards of the applicable professional licensing board and authorities.

### **QUALIFICATIONS:**

*To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The following are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Education, Experience and Licenses:**

Requires appropriate degree from accredited college or university.

Requires current Physician's Assistant or Nurse Practitioner license to practice in the state of West Virginia; valid and in good standing. Prescriptive authority.

Must have experience which indicates knowledge of mental health services, diagnoses and treatment of major mental disorders and mental status techniques.

Requires current West Virginia Driver's License, acceptable driving record and adequate vehicle coverage.

### **Knowledge, Skills and Abilities:**

Knowledge of medical terminology and pharmacology especially pertaining to mental health.

Excellent oral and written communications skills with the ability to communicate effectively with others.

Ability to cooperate and work well with a team.

Ability to deal calmly and appropriately with stressful situations. Maintain professionalism with clients and teammates.

Work efficiently, meet job demands and deadlines.

Ability to exercise independent judgment and initiative in accordance with PSIMED Corrections, LLC policies, procedures and practices.

Approach change in a positive manner.

Accept constructive criticism/advice and learn from it.

Proficient computers skills including Microsoft Office, email, electronic medical records and the ability to learn other applications as needed.

Must be dependable, responsible, cooperative and adhere to PSIMED policies and procedures.

Ability to work evenings and weekend hours as needed.

Ability to travel to other locations as needed.

Must pass background checks, security clearance and drug screen(s).

**PHYSICAL DEMANDS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the position, the employee is regularly required to talk, hear and use manual dexterity. Requires regular keyboarding. The employee is required to sit, stand, walk, climb, balance, bend, stoop, kneel, crouch and reach with hands and arms. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:** Standard medical setting in a correctional facility, which includes interacting with inmates, co-workers, correctional staff and health care personnel. Requires the ability to adapt to periodic changes in environmental conditions including temperature, air quality and noise.

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**JOB DESCRIPTION ACKNOWLEDGEMENT:**

This job description should not be construed as a contract for employment, express or imply a promise of employment for any specific period of time and/or promise a condition of employment. PSIMED Corrections, LLC is an at-will employer and as such, employment by be terminated at any time without prior notice or stated cause by either the employee or the employer.

I have reviewed this job description and I understand all of my job duties, responsibilities, qualifications and physical demands of this position. I am able to perform the essential functions as outlined with or without accommodation. I understand that my job duties may change on a temporary or regular basis according to the needs of my location or department. If I have any questions about job duties not specified in this job description that I am asked to perform, I should discuss them with my immediate supervisor or Human Resources.

I further understand that I am responsible for the satisfactory execution of the essential functions described herein, under any and all conditions as described. I also understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description in a satisfactory manner.