Southern Illinois University School of Medicine
POSITION DESCRIPTION
For the Period of January 1, 2020 through June 30, 2020

NAME: 
FSLA Status: EXEMPT

TITLE: Board Certified Nurse Practitioner/Physician Assistant

AREA of SPECIALTY: Advance Practice Nurse/Physician Assistant
Psychiatric Mental Health Nurse Practitioner/Physician's Assistant

DEPARTMENT: Family & Community Medicine

DIVISION: SIU Center for Family Medicine FQHC—Taylorville

POSITION FUNCTION:
This position will provide culturally competent mental health care to patients in our FQHC sites who are experiencing varying levels of difficulties due to life situations or mental health concerns and in need of medication evaluation or medication management services.

ORGANIZATIONAL RELATIONSHIPS:
This position reports to the FQHC System Chief Medical Officer. The incumbent is responsible for providing direct care to patients at our FQHC sites as requested and will work closely with faculty psychiatrists.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:
The following information is intended to be representative of the work performed by the incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

Demonstrate, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

I. ADMINISTRATION (0%)

II. TEACHING (8%)
   A. Teach and evaluate medical students, residents, physician assistants, and advanced Practice Nursing students as they rotate through the educational program.
   B. Role model provision of care by an advanced practice nurse focusing on health education, health promotion, primary and secondary disease prevention.

II. RESEARCH (0%)
III. SERVICE (96%)

A. Perform services within the scope of the Advance Practice Nurse’s/Physician Assistant’s education and experience including, but not limited to:
   - Diagnosis
   - Treatment and management of acute and chronic mental illness
   - Ordering and interpreting laboratory tests
   - Prescribing/dispensing controlled substances categorized as Schedule III, IV, and V, as defined in Article II of the Illinois Controlled Substance Act.

B. Development of a collaborative clinical practice model with primary care physician and psychiatrist and community medical specialists focusing on division of responsibilities and appropriate referrals.

C. Participate as a member of the team to provide medication management, psychiatric services, care coordination, case management and other enabling services as appropriate.

D. Work collaboratively with staff at all FQHC sites to cover needed orders and services for patients.

E. Assist in the development, implementation and review of individual treatment plans.

F. Provide consultation and medication management on a priority basis to clients for whom intensive community services were put in place in lieu of hospitalization.

G. Complete all mandatory and continuing education requirements by specified deadlines.

H. Provide necessary client information to other agencies or care providers to coordinate services to identified clients.

I. Work cooperatively with staff and providers to create an environment of mutual respect.

J. Provide emergency services to patients as needed to those who are identified as being in psychiatric distress.

K. Attend School and Center-wide committees

O. Take part in Center Peer Review and Quality Improvement activities.

P. Travel and hold clinics at other SIU CFM FQHC sites as needed

IV. AUTHORITY AND RESPONSIBILITY

A. Supervisory Controls: The supervisor will assign duties as needed. The employee will be expected to work independently, with occasional consultation from the supervisor.

B. Guidelines: Guidelines and policies are set by the supervisor and other program faculty.
V. MINIMUM QUALIFICATIONS

1. Graduate of an accredited Nurse Practitioner/Physician Assistant program with specialization in psychiatric healthcare
2. Received passing score on national certifying exam
3. Ability to be licensed in the State of IL as an Advanced Practice Nurse/Physician Assistant
4. Ability to obtain Controlled Substance License through Federal Drug Enforcement Administration
5. Authority/Licensing to write prescriptions for psychotropic medications as allowed by licensing board
6. Sensitive to the needs of underrepresented minority populations.

DESIRED QUALIFICATIONS:
1. Experience in a behavioral health setting
2. Experience providing services to multicultural populations
3. Skill in applying varied interventions for patients with acute and chronic mental health disorders.

VI. ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES:

Participates in meetings, training and other environmental, health and safety activities as required by SIU School of Medicine.

VII. PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:
See attached Physical and Environmental Requirements form.

SIGNATURES:

Incumbent _______________________________ Date _______________________________

Michal Dynda, MD, Assistant Professor of Clinical FCM System Chief Medical Officer/CMIO SIU Center for Family Medicine

Date _______________________________

REVIEWED:

Iris Wesley, Chief Executive Officer SIU Center for Family Medicine

Date _______________________________

Janet R. Albers, MD, Professor and Chair Department of Family & Community Medicine

Date _______________________________
**PHYSICAL AND ENVIRONMENTAL REQUIREMENTS**

**SIU SCHOOL OF MEDICINE**

**In incumbent:**

**Classification:** Psychiatry/Mental Health NP/Physicians Assistant--Taylorville Clinic

**Department:** Family and Community Medicine/Springfield, IL 62504

### WORK ENVIRONMENT: (Check all applicable environments)

- [ ] Office
- [X] Clinic
- [ ] Hospital
- [ ] Warehouse
- [ ] Research Laboratory
- [ ] Outdoors
- [ ] Other (Be Specific):

### PHYSICAL DEMANDS:

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<th>Demand Description</th>
<th>Seldom</th>
<th>Occasionally</th>
<th>Frequently</th>
<th>Constantly</th>
<th>N/A</th>
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<tr>
<td>(indicate frequency of activity during performance of position duties)</td>
<td>(Performed rarely less than 2% of the time)</td>
<td>(Performed less than 25% of the time)</td>
<td>(Performed 25% to 50% of the time)</td>
<td>(Performed 51% or most of the time)</td>
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I affirm that the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

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I have read, understand and am capable of meeting the physical and environmental demands of this position.

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**Supervisor Signature**

**Date**

**Supervisor Name**

**Employee Signature**

**Date**

**Page 1 of 1**