

HUDA NP, PLLC

Psychiatric Mental Health Nurse Practitioner | Dementia Care | In-Person & Telehealth

Job Description | February 2023

1. **Purpose:** Diagnose and treat assisted living residents with dementia and older adult mental illness. Prescribe psychiatric medications to reduce distress and ensure safety. Provide education and support to patient families. Collaborate with providers and facilities in the coordination and implementation of patient care and familial communication. Professional services are performed on-site at assisted living facilities. (Telehealth must be conducted in a highly professional manner.) Telehealth infrequent, to be utilized between on site visits. Provide expert professional consultation to assisted living personnel.
2. **Credentials:** Unrestricted Washington state PMHNP, ARNP license and DEA registration. Elder care experience is preferred but not required.
3. **Tasks.**
 - a. **Patient History & Diagnostics:** Gather and maintain patient information and records, including social and medical history obtained from patients, relatives, or other professionals. Examine patient records, conduct laboratory or diagnostic tests on patients to provide information on general physical condition and mental disorders. Analyze and evaluate patient data, test findings, and images to diagnose the nature and extent of mental disorders.
 - b. **Treatment:** Design individualized care plans, using a variety of treatments. Prescribe, direct, or administer treatment plans and medication management for memory disorders and associated BPSD (Behavioral and Psychological Symptoms of Dementia), as well as older adult mental illnesses. Reconciling medications and preventing contraindications. Treat patients using psychological therapies as needed. Analyze quantitative data to determine effectiveness of treatments or therapies.
 - c. **Care Coordination.** Explain medical and mental conditions and test results to patients and family members. Advise patients on effects of health conditions or treatments. Advise and inform families, guardians, or significant others of patients' conditions or treatment. Obtain informed consent for all treatments. Facilitate communication of patient's condition with patient, family, medical providers and assisted living care team members.
 - d. **Documentation.** Complete and accurate patient charting within 48 hours of the provision of services. Prepare reports summarizing patient status and care activities. Prepare official health documents or records including advance directives and power of attorney forms. Prepare and submit case reports or summaries to government or mental health agencies as needed. Participate in regular coordination of care and case management meetings. Collaborate with other providers to discuss treatment plans and patient progress.

- e. **Credentials.** Maintain clinical and professional knowledge. Conduct research to increase knowledge about medical issues. Review and evaluate treatment procedures and outcomes of other psychiatrists or medical professionals. Take continuing education classes, attend conferences or seminars. Possibly teach or conduct research and publish findings to increase understanding of memory disorders.

4. Knowledge

- a. **Psychiatry:** Knowledge of principles, methods, and procedures for diagnosis, treatment, and management of adult psychiatric illness as well as memory related brain conditions and associated Behavioral and Psychological Symptoms of Dementia (BPSD). Ability to help patients and their families transition through different phases of the disease process. Knowledge of human behavior and performance; Behavior management theory and techniques, individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of memory disorders.
- b. **Cultural Competency:** Knowledge of different philosophical systems and religions. This includes their basic principles, values, ethics, ways of thinking, customs, practices, and their impact on human culture. Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures, and their history and origins for cultural competency.
- c. **Education and Training:** Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- d. **Customer and Personal Service:** Knowledge of principles and processes for providing customer and personal services. This includes needs assessment, meeting quality standards for services, and evaluation of satisfaction for patients, families, and facilities.
- e. **Administration and Management:** Knowledge of business and management principles involved in strategic planning, resource allocation, medical billing and coding, leadership techniques, and coordination of people and resources.

5. Skills

- a. **Work Context:** Involves patient fragility and familial insecurity that may get expressed through negative behaviors or conflict. Requires making decisions that impact the results of co-workers, patients, families, facilities and the practice. Includes potential exposure to infectious disease. Includes responsibility for the health and safety of others. Requires expertise in use and educating on the off-label use of medications to treat BPSD. Requires being exact or highly accurate; mistakes are not easily correctable and have serious consequences. Requires meeting strict deadlines. Requires making decisions that affect other people, the financial resources, and/or the image and reputation of the organization. Freedom to determine tasks, priorities, and goals; opportunity to make decisions without supervision. Includes responsibility for work outcomes and results.

- b. **Active Listening:** Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. Assessing and monitoring performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- c. **Communication:** Talking to others to convey information effectively. Communicate effectively in writing as appropriate for the needs of the audience. Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- d. **Social Skills:** Being aware of others' reactions and understanding why they react as they do. Adjusting actions in relation to others' actions. Avoiding personal rigidity in favor of collaborative problem solving. Teaching others how to do something. Bringing others together and trying to reconcile differences. Persuading others to change their minds or behavior. Actively looking for ways to help people and improve circumstances. Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- e. **Critical Thinking:** Understanding the implications of new information for both current and future problem-solving and decision-making. Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- f. **Judgment and Decision Making:** Considering the relative costs and benefits of potential actions to choose the most appropriate one. Managing one's own time and the time of others. Demonstration of fiscally sound work ethic and compliance protocols. Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- g. **Equipment & Technology:** Knowledge of computer and digital device operation, native and cloud-based applications, and cybersecurity for HIPAA/HITECH compliance. Basic understanding and ability to use the internet, EMR, telehealth platforms databases, word processing, spreadsheets, graphics, and create presentations. Use of routine medical equipment and technology. Using mathematic and scientific rules and methods to solve problems.
- h. **Systems Analysis:** Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes. Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.