

GENERAL DESCRIPTION OF CLASS

The MENTAL HEALTH THERAPY COORDINATOR assigns, oversees, and coordinates the nonclinical and nonnursing work assignments of Mental Health Therapy Technicians and Therapists and shift coordinators on three shifts providing care and treatment to mentally, emotionally, behaviorally, or physically impaired patients. Employees in this class oversee work assigned by professional staff and coordinate and oversee duties associated with the operation of the ward to assure accuracy, completion of tasks, and compliance with rules and procedures. Employees in this class also provide administrative support to assist management personnel with the daily functioning of the unit. In addition, employees in this class may participate in the care and treatment of patients, as necessary.

DISTINGUISHING FEATURES

This is the second level of a two-level series. This level is distinguished from the lower level by having responsibility for coordinating and directing the functional activities of staff on three shifts. At this level, employees perform administrative functions to effect the smooth daily operations of a ward.

DUTIES AND RESPONSIBILITIES

All nursing care is supervised by a Registered Nurse. Employees in this class can perform clinical functions as allowed by hospital credentialing and clinical privileging.

1. Staff Coordination. Typical tasks: schedules and oversees work to ensure quality patient care within scope of responsibility; ensures that work assigned to shift staff has been completed; assists the supervising nurse, unit director, or Mental Health Therapy Supervisor in resolving staff problems, developing work plans, and completing performance appraisals; orients and trains new employees in unit procedures and treatment duties; participates in reviewing and discussing operational procedures at weekly ward management meetings designed to enhance and improve the therapeutic atmosphere and provide safer and more secure environment for patients and staff; monitors security during shift to make sure procedures are being followed.

2. Administrative Duties. Typical tasks: checks, inventories, and orders nonmedical ward equipment and supplies such as food items and linen supplies; inspects ward on a daily basis for safety hazards; contacts maintenance department to make needed repairs; orients and trains new staff in agency policies and procedures pertaining to care and treatment of patients; serves on agency committees such as management committee to hear and resolve staff problems, or fire committee designed to maintain and improve safety standards in unit; maintains records and prepares reports of patient activities.

Depending on program area and/or shift assignment, employees in this class may perform any combination of the duties or tasks listed below. Employees perform clinical functions as allowed by hospital credentialing and clinical privileging or as permitted under appropriate clinical supervision.

3. Case Monitoring/Treatment. Typical tasks: promotes daily care of patient by ensuring that staff perform case monitoring duties; observes and records patient behavior; documents progress; assures that assigned patients are groomed, bathed, clothed, and fed; documents patients' response to

treatment and shares information with treatment team; makes suggestions for changes in treatment programs; assists in the planning of and participates in patient activities such as hiking and skating outings, family night, picnics, pet projects, games, and other activities.

- 4.Safety/Security Measures.** Typical tasks: observes and maintains security procedures; assists in random searches of patient areas and facilities for contraband and weapons; under direction and supervision of a physician or Registered Nurse, uses restraining and seclusion procedures on out-of-control patients, as necessary; enforces safety procedures against rule violations such as smoking in rooms and the presence of potentially harmful objects; protects patients from other patients who present a threat to their safety; makes regularly scheduled ward checks to account for whereabouts of patients; monitors patients on suicide precaution observation; may execute fire and emergency procedures pertaining to evacuations, life-threatening, or medical emergencies, as required; escorts patients during various off-ward activities such as doctors' appointments, court hearings, and community outings.
- 5.Recordkeeping.** Typical tasks: maintains a variety of records relating to patient care and treatment; prepares reports for use by treatment team and agency administrative staff; maintains a variety of records and prepares reports relating to functional operation of unit.
- 6.Basic Patient Care.** Typical tasks: oversees staff in the performance of or monitors and/or assists patients in daily living activities such as bathing, feeding, grooming, and dressing; assists with lifting, moving, turning, and walking patients; assists physician or nurse with medical care such as collecting specimens (urine and sputum) and measuring blood pressure, pulse, and respiration; administers oral medications and simple first aid treatments.
- 7.Physical Environment.** Typical tasks: ensures appropriate ongoing cleanliness to meet infection control standards; oversees line staff or may assist in the performance of the following: sweeping, vacuuming, dusting, mopping, cleaning surfaces, emptying trash cans, washing and folding patient clothing, changing and making beds, etc.; supervises and directs patients in performing housekeeping tasks.

RELATIONSHIPS WITH OTHERS

Employees in this class are in daily contact with mentally and physically ill patients to assist in their care and treatment. These employees also meet daily, weekly, or monthly with families of patients to exchange information about patients. Employees also come into periodic contact with police and other outside personnel such as county mental health workers to coordinate patient care when directed to do so by professional staff.

SUPERVISION RECEIVED

The Mental Health Therapy Coordinator works under the general supervision of a unit supervisor, a supervising nurse, or Mental Health Therapy Supervisor. Nursing care is supervised by a Registered Nurse. Clinical supervision is received from professional staff. Clinical responsibilities are performed in accordance with employees' level of credentials and privileges as granted by hospital. Employees in this class work under the guidelines of Oregon Administrative Rules, Oregon Revised Statute pertaining to institutional care, the Joint Commission on Accreditation of Hospitals standards, the Code of Federal Regulations, the Nurse Practice Act, and institutional policies and procedures.

GENERAL INFORMATION

Positions in this class are primarily found within mental health facilities and institutions. They require the willingness to work in the environment associated with the positions' location and purpose. In addition, they require the willingness to maintain a sympathetic and understanding attitude toward the mentally ill. Some positions require the willingness to work overtime, on-call, and/or rotating schedules.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

General knowledge of techniques and practices involved in the care and treatment of physically, emotionally, mentally, and behaviorally impaired persons.

General knowledge of routine nursing techniques, materials, and processes involved in the care and treatment of physically, emotionally, mentally, and behaviorally impaired persons.

Skill in providing care and treatment for emotionally, mentally, or behaviorally impaired patients.

Skill in communicating verbally with a variety of people to provide or exchange information.

Skill in preparing written records and documentation.

Skill in carrying out prescribed nursing care, custodial and housekeeping duties, and security measures.

Ability to train, schedule, assign, review, and coordinate the nonclinical work of employees on a 24-hour, 3-shift operation.

Ability to assist supervisor or unit director in resolving staff problems, developing work plans, etc.

Ability to participate in reviewing operational procedures.

Ability to conduct inventories and order nonmedical ward equipment and supplies.

Ability to follow verbal and written instructions to implement treatment plans designed by treatment team.

Ability to communicate and relate well with and serve as a role model for assigned patients.

Ability to learn and apply specific agency policies and procedures affecting assigned work.

Ability to observe a patient's potential for violent or self-destructive behavior and provide intervention when necessary.

Ability to observe a patient's progress in treatment and recommend potential revisions in treatment plan to professional staff.

Ability to maintain records and prepare clear, concise written reports on patient care and living facilities.

SPECIAL QUALIFICATIONS

Positions in this class require certification as a Basic Nursing Assistant.

Some positions in this class must obtain Medication and Treatment certification to be able to administer medication.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 4/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.