



**DRAFT Example Amended Job Descriptions for BH Providers and
Integrated Care**



Example Job Description : Nursing

Job Summary

Nursing occurs as a Pharmacologic Management service; a psychiatric/mental health/medical intervention used to reduce/stabilize and/or eliminate psychiatric symptoms with the goal of improved functioning, including management and reduction of symptoms.

Pharmacologic management services should result in well-informed/educated individuals and family members and in decreased/minimized symptoms and improved/maintained functioning for individuals receiving the service.

Additionally, the comprehensive assessment and coordination of care for co-morbid physical health conditions is incorporated into routine service delivery.

Duties and Requirements

- Activities of the nursing service shall be performed in keeping with Pharmacologic Management standards and guidelines (OAC 5122-29-05) and consist of the following:
 - (1) Address psychiatric/mental health needs as identified in the mental health assessment and documented in the client's ISP;
 - (2) Evaluate medication prescription, administration, monitoring, and supervision;
 - (3) Inform individuals and family regarding medication and its actions, effects and side effects so that they can effectively participate in decisions concerning medication that is administered/dispensed to them;
 - (4) Assist individuals in obtaining prescribed medications, when needed; and
 - (5) Provide follow-up, as needed.
- Pharmacologic management service shall consist of one or more of the following elements as they relate to the individual's psychiatric health needs, and as clinically indicated:
 - (1) Performance of a psychiatric/mental health assessment/examination;
 - (2) Monitoring of medications and related processes which include:

- (a) Consideration of allergies, substance use, current medications, medical history, and physical status;
- (b) Behavioral health education to individuals and/or families, (e.g., purpose, risks, side effects, and benefits of the medication prescribed); and
- (c) Collaboration with the individual and/or family, including their response to the education, as clinically indicated.

(3) Coordination of care pertaining to individual's integrated mental health and primary health care needs

(4) Prevention and wellness education pertaining to the individual's integrated mental health and primary health care needs

(5) Motivational enhancement activity with an emphasis on empowering individuals to address co-morbid health conditions

The method of delivery of education can be to an individual or group of individuals.

Administration and supervision of medication and follow-up, as clinically indicated.

Prescription, administration and supervision of medication is governed by professional licensure standards, Ohio Revised Code, Ohio Administrative Code, and scope of practice.

(a) Clinicians who order medications and persons who receive medication orders shall be appropriately licensed and acting within the scope of their practice.

Medication monitoring consisting of monitoring the effects of medication, symptoms, **behavioral** health education and collaboration with the individual and/or family as clinically indicated. The method of delivery of medication monitoring can be to an individual or group of individuals.

- The methods of nursing service delivery shall consist of:

Service delivery to the person served and/or any other individual who will assist in the person's **mental** health treatment.

(a) Service delivery may be face-to-face, by telephone, and/or by video conferencing; and

(b) Service delivery may be to individuals or groups.

Nursing services are not site specific. However, they must be provided in locations that meet the needs of the persons served. When a person served is enrolled in a residential treatment or residential support facility setting, Nursing services must be provided by staff that are organized and distinct and separate from the residential service.

Performance Indicators

Utilization review, peer review, standardized outcomes monitoring and other quality improvement activity will serve as performance measurement tools to assist in ensuring that:

- (a) Individuals are connected to all medically necessary services as described in the Diagnostic Assessment and Individualized Service Plan;
- (b) Access to mental health and primary health care is secured; and
- (c) Improved individual outcomes relating to all Individual Service Plan goals and objectives

Qualifications

The Nurse shall have a specialty or documented competency in psychiatry and primary health conditions, as well as be in compliance with current, applicable scope of practice and supervisory requirements identified by appropriate licensing, certifying or registering bodies.



Example Job Description : Psychiatry

Job Summary

Psychiatry occurs as a Pharmacologic Management service; a psychiatric/mental health/medical intervention used to reduce/stabilize and/or eliminate psychiatric symptoms with the goal of improved functioning, including management and reduction of symptoms.

Pharmacologic management services should result in well-informed/educated individuals and family members and in decreased/minimized symptoms and improved/maintained functioning for individuals receiving the service.

Additionally, the comprehensive assessment and coordination of care for co-morbid physical health conditions is incorporated into routine service delivery.

Duties and Requirements

- Activities of the nursing service shall be performed in keeping with Pharmacologic Management standards and guidelines (OAC 5122-29-05) and consist of the following:
 - (1) Address psychiatric/mental health needs as identified in the mental health assessment and documented in the client's ISP;
 - (2) Evaluate medication prescription, administration, monitoring, and supervision;
 - (3) Inform individuals and family regarding medication and its actions, effects and side effects so that they can effectively participate in decisions concerning medication that is administered/dispensed to them;
 - (4) Assist individuals in obtaining prescribed medications, when needed; and
 - (5) Provide follow-up, as needed.
- Pharmacologic management service shall consist of one or more of the following elements as they relate to the individual's psychiatric health needs, and as clinically indicated:
 - (1) Performance of a psychiatric/mental health assessment/examination;

- (2) Monitoring of medications and related processes which include:
 - (a) Consideration of comprehensive health conditions, including allergies, substance use, current medications, medical history, and physical status;
 - (b) Behavioral health education to individuals and/or families, (e.g., purpose, risks, side effects, and benefits of the medication prescribed); and
 - (c) Collaboration with the individual and/or family, including their response to the education, as clinically indicated.
- (3) Coordination of care pertaining to individual's integrated mental health and primary health care needs
- (4) Prevention and wellness education pertaining to the individual's integrated mental health and primary health care needs
- (5) Motivational enhancement activity with an emphasis on empowering individuals to address co-morbid health conditions

The method of delivery of education can be to an individual or group of individuals.

- (3) Administration and supervision of medication and follow-up, as clinically indicated.

Prescription, administration and supervision of medication is governed by professional licensure standards, Ohio Revised Code, Ohio Administrative Code, and scope of practice.

(a) Physicians who order medications and persons who receive medication orders shall be appropriately licensed and acting within the scope of their practice.

(4) Medication monitoring consisting of monitoring the effects of medication, symptoms, behavioral health education and collaboration with the individual and/or family as clinically indicated. The method of delivery of medication monitoring can be to an individual or group of individuals.

- The methods of service delivery shall consist of:

Service delivery to the person served and/or any other individual who will assist in the person's mental health treatment.

- (a) Service delivery may be face-to-face, by telephone, and/or by video conferencing; and
- (b) Service delivery may be to individuals or groups.

Performance Indicators

Utilization review, peer review, standardized outcomes monitoring and other quality improvement activity will serve as performance measurement tools to assist in ensuring that:

- (d) Individuals are connected to all medically necessary services as described in the Diagnostic Assessment and Individualized Service Plan;
- (e) Access to mental health and primary health care is secured; and

(f) Improved individual outcomes relating to all Individual Service Plan goals and objectives

Qualifications

The Psychiatrist shall be in compliance with current, applicable scope of practice and supervisory requirements identified by appropriate licensing, certifying or registering bodies. The Psychiatrist should likewise be appropriately licensed to provide supervision as well as education to other clinical and medical professionals on staff.



Example Job Description : CPST

Job Summary

- Community psychiatric supportive treatment (CPST) service provides an array of services delivered by community based, mobile individuals or multidisciplinary teams of professionals and trained others. Services address the individualized mental health needs of the client. They are directed towards adults, children, adolescents and families and will vary with respect to hours, type and intensity of services, depending on the changing needs of each individual. The purpose/intent of CPST services is to provide specific, measurable, and individualized services to each person served. CPST services should be focused on the individual's ability to succeed in the community; to identify and access needed services; and to show improvement in school, work and family and integration and contributions within the community. (OAC - 5122-29-17)

Duties and Requirements

- Activities of the CPST service shall consist of one or more of the following:
 - (1) Ongoing assessment of needs;
 - (2) Assistance in achieving personal independence in managing basic needs as identified by the individual and/or parent or guardian;
 - (3) Facilitation of further development of daily living skills, if identified by the individual and/or parent or guardian;
 - (4) Coordination of the ISP, including:
 - (a) Services identified in the ISP;
 - (b) Assistance with accessing natural support systems in the community; and
 - (c) Linkages to formal community services/systems;
 - (5) Symptom monitoring;
 - (6) Coordination and/or assistance in crisis management and stabilization as needed;

(7) Advocacy and outreach;

(8) As appropriate to the care provided to individuals, and when appropriate, to the family, education and training specific to the individual's assessed needs, abilities and readiness to learn;

(9) Mental health interventions that address symptoms, behaviors, thought processes, etc., that assists an individual in eliminating barriers to seeking or maintaining education and employment;

(10) Activities that increase the individual's capacity to positively impact his/her own environment.

(11) Activities that address the physical health and wellness needs of individuals, including:

(a) Ensure completion of Health Assessment and include relevant needs in Individualized Service Plan

(b) Coordination of care pertaining to individual's primary health care needs

(c) Coordination of primary health care and mental health care

(d) Prevention and wellness education pertaining to the whole health needs of the individual

(e) Motivational enhancement activity with an emphasis on empowering individuals to address co-morbid health conditions

- The methods of CPST service delivery shall consist of:

Service delivery to the person served and/or any other individual who will assist in the person's mental health treatment.

(a) Service delivery may be face-to-face, by telephone, and/or by video conferencing; and

(b) Service delivery may be to individuals or groups.

CPST services are not site specific. However, they must be provided in locations that meet the needs of the persons served. When a person served is enrolled in a residential treatment or residential support facility setting, CPST services must be provided by staff that are organized and distinct and separate from the residential service.

Performance Indicators

Utilization review, peer review, standardized outcomes monitoring and other quality improvement activity will serve as performance measurement tools to assist in ensuring that:

(g) Individuals are connected to all medically necessary services as described in the Diagnostic Assessment and Individualized Service Plan;

(h) Access to mental health and primary health care is secured; and

(i) Improved individual outcomes relating to all Individual Service Plan goals and objectives

Qualifications

- The CPST shall hold a bachelor's degree in psychology, social work or other health related field and/or have documented competency/experience in community mental health or other social service related area.



Example Job Description : Clinical Supervisor

Job Summary

The Supervisor provides administrative and clinical oversight to assigned staff and performs an array of clinical functions **pertinent to the integrated health and wellness needs of individuals** served by the agency. The supervisor ensures clinical quality and administrative/policy compliance, and is responsible for conducting annual performance and probationary employment evaluations.

Duties and Requirements

- Activities of the Clinical Supervisor shall consist of the ensuring that supervised staff are meeting all standards and requirements for each of the following aspects of clinical care:
 - (1) Ongoing assessment of needs;
 - (2) Assistance in achieving personal independence in managing basic needs as identified by the individual and/or parent or guardian;
 - (3) Facilitation of further development of daily living skills, if identified by the individual and/or parent or guardian;
 - (4) Coordination of the ISP, including:
 - (a) Services identified in the ISP;
 - (b) Assistance with accessing natural support systems in the community; and
 - (c) Linkages to formal community services/systems;
 - (5) Symptom monitoring;
 - (6) Coordination and/or assistance in crisis management and stabilization as needed;
 - (7) Advocacy and outreach;

(8) As appropriate to the care provided to individuals, and when appropriate, to the family, education and training specific to the individual's assessed needs, abilities and readiness to learn;

(9) Mental health interventions that address symptoms, behaviors, thought processes, etc., that assists an individual in eliminating barriers to seeking or maintaining education and employment;

(10) Activities that increase the individual's capacity to positively impact his/her own environment.

(11) Activities that address the physical health and wellness needs of individuals, including:

- (f) Ensure completion of Health Assessment and include relevant needs in Individualized Service Plan
- (g) Coordination of care pertaining to individual's primary health care needs
- (h) Coordination of primary health care and mental health care
- (i) Prevention and wellness education pertaining to the whole health needs of the individual
- (j) Motivational enhancement activity with an emphasis on empowering individuals to address co-morbid health conditions

Along with the psychiatrist, provides clinical leadership in assessment, treatment planning, general healthcare, medical and psychosocial approaches

Direct the day-to-day clinical operations of supervisees

- provides direct supervision of clinical staff
- scheduling staff work hours to assure appropriate coverage
- lead team meetings & treatment planning meetings
- routinely evaluate status of all consumers & do appropriate coordination of treatment to meet their changing needs

Direct & coordinate the consumer admission & assessment processes

- supervise, direct, and coordinate completion of the comprehensive assessment/reassessment of each consumer
- Use of management tools to help ensure integrated clinical services are delivered in accordance with the agency's philosophy and goals
- Participate in staff recruitment, interviewing, hiring, orientation, performance plans
- Supervise the medical record documentation to ensure quality and accuracy
- Provide on-call crisis interventions and back up according to agency policy
- Supervise maintenance of agency required productivity standards
- Supervise the completion of all required documentation in a timely manner consistent with agency guidelines

Clinical supervision occurs onsite and in the community, and should occur routinely as "live supervision" with documented feedback to all supervised staff.

Performance Indicators

Utilization review, peer review, standardized outcomes monitoring and other quality improvement activity will serve as performance measurement tools which will assist in determining whether clinical supervision is effectively ensuring that:

- (j) Individuals are connected to all medically necessary services as described in the Diagnostic Assessment and Individualized Service Plan;
- (k) Access to mental health and primary health care is secured; and
- (l) Improved individual outcomes relating to all Individual Service Plan goals and objectives

Qualifications

The Clinical Supervisor shall be qualified to supervise treatment services by having one or more of the following competencies and/or licensures:

- (a) Medical doctor or doctor of osteopathic medicine
- (b) Master of science in nursing
- (c) Clinical nurse specialist
- (d) Nurse practitioner
- (e) Independent social worker
- (f) Professional clinical counselor
- (g) Psychologist.