

**Job Description:**

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| **Position Title:** | Behavioral Health RN Coordinator  | **Job Code:** |  |
| **Exemption Status:** | Exempt | **Grade:** |  |
| **Department Name:** | Care Management  | **Function:** |  |
| **Reports To:** | Care Management and DHPA | **Date:** |  |

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| **Position Summary:** A brief description of the overall primary duties  |
| Under the general supervision of Care Management, in conjunction with Dartmouth Hitchcock Psychiatric Associates (DHPA), and in close collaboration with the Behavioral Health Social Work Coordinator, Psychiatrist, and the patient care teams, takes a proactive approach to identifying and treating psychiatric and behavioral needs of patients admitted to DHMC for medical issues. |

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| **Responsibilities:** A listing of the key responsibilities  |
| * 1. Screening of patients via chart review of new admissions, eDH reports and face to face contact with charge RN on identified units
	2. Preliminary assessment of patients via discussion with primary RN or medical team, collection of collateral information, confirmation of medications, and brief bedside assessment of patient
	3. Determination of psychiatric assessment needs in collaboration with psychiatrist and Behavioral Health Social Work Coordinator
	4. Determination of behavioral intervention needs of patient and staff in collaboration with psychiatrist and Behavioral Health Social Work Coordinator
	5. Regular follow-up on patients being cared for by the Behavioral Intervention Team (BIT)
	6. Identification and facilitation of mental health disposition needs, with close coordination with medical team social worker and/or CRC staff
	7. Peer to peer education and support of primary RN on units regarding behavioral and mental health patient care
	8. Development of education programs appropriate for in-service RN education on mental health topics
	9. Communication with primary medical team regarding recommendations
	10. Participation in team meetings, ethics meetings, etc. as indicated
	11. Maintaining BIT team sign out sheet and communication at handoffs
	12. Maintaining BIT team data base
	13. Seek opportunities to increase personal knowledge and expertise in behavioral and psychiatric illness
	14. Demonstrate initiative and leadership in developing services which respond to patient care demands
	15. Comply with all DH and departmental policies and procedures
	16. Perform other duties as appropriate or assigned
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**Minimum Qualifications:**

Current State of NH RN license. BSN required. Minimum of 3 years’ experience. Excellent assessment, communication, leadership, interpersonal and organizational/time management skills. Demonstrated ability to work well as a member of a team and respond calmly and effectively in a fast paced environment and during a crisis. Excellent verbal and written communication skills.

**Required Licensure/Certification Skills:**

Current State of NH RN license

**APPROVAL:**

Department Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ Date: ­­­\_\_\_\_\_\_\_

Compensation Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_