



**Code: 3764**

Family: Health and Human Services

Service: Health and Welfare

Group: Medical and Social Service

Series: Public Health Nursing

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## **CLASS TITLE: PSYCHIATRIC NURSE PRACTITIONER**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision of a Psychiatrist, collaborates with physicians to provide medical care and treatment for patients with psychiatric illness; and performs related duties as required

### **ESSENTIAL DUTIES**

- Performs psychiatric and physical assessments, including interviewing patients to obtain complete medical histories as well as ordering, interpreting, and evaluating diagnostic tests
- Diagnoses mental illness and interprets data to facilitate treatment plans
- Prescribes medication for treatment of patients mental, emotional, and behavioral disorders
- Provides psychopharmaceutical medicine management and counseling for patients
- Provides continued medication, medication monitoring, patient education and refers patients to hospitals as their treatment or condition warrants
- Coordinates various phases of treatment with other health care providers
- Evaluates the patient care amongst a multi-disciplinary team
- Travels to public and nonprofit health centers to provide trauma-informed services
- Documents and maintains patient mental health service plan, prognosis, contact, and progress in Electronic Medical Record (EMR) system
- Participates in programmatic design of integrated health systems and offers guidance in the integration of psychiatry
- Keeps abreast of current developments in patient care management, health care legislation, and community resources
- Participates in staff development programs for professional nursing staff

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Master's or Doctorate degree in Nursing with certification as a Nurse Practitioner with a Psychiatric-Mental Health Nurse Practitioner (PMHNP) certification issued by the American Nurses Credentialing Center (ANCC), **OR**
- Graduation from an accredited college or university with a Master's or Doctorate degree in Nursing, plus five (5) years of experience providing mental health care services to patients in a psychiatric setting

#### **Licensure, Certification, or Other Qualifications**

- A valid State of Illinois Advanced Practice Nurse and Registered Nurse license at the time of employment

- Applicants must possess a valid and current Controlled Substance Registration Certificate issued by the United States Department of Justice Drug Enforcement Administration (DEA) within (6) six months of employment
- A valid State of Illinois driver's license is required

### **WORKING CONDITIONS**

- General office environment
- Medical facilities environment (e.g., health clinic)

### **EQUIPMENT**

- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Medical instruments (e.g., stethoscope, sterilizer, scale, tongue depressor, life signs monitors, thermometer, urine dips, microscope, sphygmomanometer, otoscope)

### **PHYSICAL REQUIREMENTS**

- No specific requirements

### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

#### **Knowledge**

Comprehensive knowledge of:

- \*uses, side effects, and interactions of prescription medicines and other drugs
- \*biology and chemistry
- \*clinical methods and procedures
- \*medical conditions, treatments, standards and procedures

Moderate knowledge of:

- \*psychiatric nursing principles, practices, and procedures
- \*mental health care principles, practices, and procedures
- \*applicable federal, state, local laws, regulations, and guidelines
- \*individual, family, and group psychological counseling and treatment methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations,

#### **Skills**

- \*ACTIVE LEARNING — Understanding the implications of new information for both current and future problem-solving and decision-making.
- \*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.
- \*CRITICAL THINKING — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- \*COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions

- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- \*SERVICE ORIENTATION - Actively look for ways to help people
- \*SOCIAL PERCEPTIVENESS - Demonstrate awareness of others' reactions and understand why they react as they do
- \*JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
- \*SOCIAL PERCEPTIVENESS — Being aware of others' reactions and understanding why they react as they do.
- \*READING COMPREHENSION — Understanding written sentences and paragraphs in work related documents.

### **Abilities**

- \*ORAL COMPREHENSION — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- \*DEDUCTIVE REASONING — The ability to apply general rules to specific problems to produce answers that make sense.
- \*INDUCTIVE REASONING — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- \*ORAL EXPRESSION — The ability to communicate information and ideas in speaking so others will understand.
- \*PROBLEM SENSITIVITY — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- \*WRITE – Communicate information and ideas in writing so others will understand
- \*RECOGNIZE PROBLEMS – Tell when something is wrong or is likely to go wrong
- \*REASON TO SOLVE PROBLEMS – Apply general rules to specific problems to produce answers that make sense
- \*REACH CONCLUSIONS – Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

### **Other Work Requirements**

- CONCERN FOR OTHERS – Demonstrate sensitivity to others' needs and feelings and be understanding and helpful on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

- **ANALYTICAL THINKING** - Analyze information and using logic to address work or job issues and problems
- **INNOVATION** – Think creatively about alternatives to come up with new ideas for and answers to work-related problems

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
March, 2020; May, 2024; April, 2025