**Saint Michael’s College**

**Job Description**

**Job Title:** Psychiatric Nurse Practitioner/Director of Student Health Services

**Department:** Bergeron Wellness Center (inclusive of Health Services and Counseling)

**Supervisor or Manager**: Vice President for Student Affairs

**Date Created:** 03/26/2015 **Last Revised:**  06/03/2021

***Our Mission:*** It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

**Major Objectives:**

* Establishes a culture of collaboration and integration that enhances the provision of excellent care to students in a welcoming and safe environment
* Demonstrates excellent communication and interpersonal skills while showing creativity and strong leadership skills  Supports and follows the shared vision of the Wellness Center and the staff within it

**Essential Duties and Responsibilities:**

* Supervises and manages a diverse staff in the health field who provide direct care to students
* Works closely and collaboratively with the Director of Counseling in an effort to deliver holistic medical and mental health care to the SMC student community
* Works closely and collaboratively with the Director of Counseling to oversee the day to day operations of the Bergeron Wellness Center
* Directs staff in health promotion and injury prevention efforts
* Oversees staff operations, business planning and budget development
* Ensures services are compliant with professional standards and follows state and federal regulatory as well as professional requirements
* Oversees the day to day operations of the center which may include staffing and management of support staff
* Oversees the laboratory ensuring compliance with CLIA and maintains emergency equipment
* Negotiates provider and service contracts for outside consultant services, if necessary
* Delivers physical and mental health clinical care to students 50-75% of the time; 1/5 time spent as Psych NP, 2/5 time spent as NP in clinic, 2/5 administrative time
* Develops/maintains educational and marketing materials to campus and public with regard to wellness
* Provides direct supervision to Nurse Practitioners and Administrative Assistant
* Compiles annual report and data around the number of visits, care delivery and assesses/reports trends in the public health of the campus
* Evaluates and assures a comprehensive Quality Improvement Action Plan for the center and maintains regular QI and peer review assessments
* Maintains student records and ensures health compliance of immunizations
* Sees the value of cultural, ethnic, gender, and other individual differences in people. Helps to create an environment of learning about, valuing, encouraging, and supporting differences
* Seeks different points of view and leverages diverse perspectives in group processes and decision-making. Checks own views against the views of others. Respects the talents and contributions of all individuals.
* Supports fair treatment and equal opportunity for all. Listens to and objectively considers the ideas/input of others. Willingness to learn more about the social construction of race and racism in the United States, including how race provides systems of advantage and disadvantage.
* Ability to reflect on one’s own racial identity and how it has shaped one’s own life experiences

**Secondary Responsibilities:**

* Assists with OSHA training of SMC staff
* Plans for campus-wide emergency preparedness
* Serves on campus-wide committees
* Maintains collaborative relationships with other Student Health Directors on College Health level
* Performs other duties and responsibilities as deemed necessary by the Vice President of Student Affairs

**Positions Supervised:**

* Nurse Practitioners – 2-3 with additional on call staff
* Registered Nurses – 1 on call staff
* Administrative Assistant – 1

**Major Contacts:**

* Student Health Services Department staff
* Mental Health Counselors
* SMC Faculty, Staff Directors/staff
* Student members of the SMC community and their parents
* Athletic trainers, Athletic Director and staff
* Mental Health Counselors
* Residence Life Director/staff
* Edmundite Campus Ministry Director/staff
* Health care specialists and members of health agencies outside of SMC, i.e. Vermont Department of Health; healthcare offices both local and out of state; Fletcher Allen Health Care, i.e. emergency, laboratory, health care professionals, etc.
* VP of Human Resources/staff
* Director of Public Safety and Security and Emergency Management
* Associate Deans of the College
* Registrar/staff
* Director of Multicultural Programs
* Office of Accessibility and Academic Success
* Vice President for Financial Services and staff
* Director of Food Services
* Vermont State Health Department officials
* Colleagues at other Vermont colleges and universities

**Demonstrates Excellence:**

* Provides high quality leadership, personnel management and acts as a respectable role model for staff
* Handles fiscal responsibilities with utmost attention to detail and manages departmental budget efficiently
* Communicates effectively in a non-threatening manner and non-judgmental approach when interacting with others
* Conveys open-mindedness regarding issues and concerns of students
* Exhibits a desire to truly help those in pain whether it be physical, emotional, or spiritual
* Is a good listener and treats others with care, compassion and empathy
* Maintains student/patient confidentiality at all times and advocates for students whenever possible
* Recognizes and performs within accepted scope of practice
* Expertly evaluates, assesses and treats students with complex mental health needs requiring medication management
* Strong experience and skill in psychopharmacology and up-to-date practices in the care of young adults with mental health medical management needs
* Effectively evaluates outcomes of nursing care
* Strong case management and collaboration skills
* Displays an understanding and value of cultural differences among staff and students
* Treats all who come in contact with Student Health Services and the Bergeron Wellness Center in a respectful manner
* Educates students about their health so they will become smart consumers of the health care system and advocate for themselves upon leaving SMC
* Makes competent decisions utilizing education and skills obtained through professional education and development
* Demonstrates proficiency in diagnosing and treating multiple health issues
* Possesses excellent interpersonal skills, with a positive and enthusiastic attitude, and the ability to deal effectively with a variety of people
* Remains calm in emergency situations and is compassionate when dealing with angry/frustrated students and parents

**Education and Work Experience:**

* Doctorate in Nursing Practice with a focus on Psychiatric NP practice
* 2 or more years’ experience as a nurse practitioner, preferably in a college setting
* Management experience preferred

**Analytic Skills:**

* The ability to use various analytical techniques to identify cause-and-effect relationships and then develop plans to change a situation.

**Language and Literacy Skills:**

* Prepares and delivers written and spoken information to small and large groups. Effectively manages meetings. Often in speaking, represents the institution to the audience. Communicates regularly and effectively with a wide range of groups.

**Computer/Technology Skills:**

* Familiarity with Microsoft products
* Working knowledge of Datatel
* Intermediate knowledge of internet-based research

**Licenses, Certifications and Other Requirements:**

* Vermont Advanced Practice Registered Nurse License with Prescriptive Authority
* Certification by American Nurses Credentialing Center as Psychiatric Nurse Practitioner
* CPR Certification
* DEA licensure

**Physical Demands:**

Work is often performed in a typical office environment requiring:

* Sitting, standing and/or walking for extended periods of time
* Reaching by extending hand(s) or arm(s) in any direction
* Dexterity sufficient to manipulate objects with fingers, for example venipuncture
* Communication skills using the spoken word
* Vision sufficient to see within normal parameters
* Hearing sufficient to hear within normal range
* Limited physical effort
* Limited exposure to physical risk-communicable diseases

While performing the duties of Psychiatric Nurse Practitioner/Director of Student Health Services, the employee must occasionally lift and/or move up to 26–50 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

**Additional Requirements for the Job:**

* Availability to work some weekend clinical hours and occasional evening hours for student programming required
* Flexibility to work solely during non-Academic months of May-August and meet student’s medical needs, as well as preparation activities for the upcoming academic year.

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.