

# PERFORMANCE GUIDELINES

**State Job Code: 71128 and 71132**

**Job Title: DJJ STAFF NURSE**

## **Mental Health Duties**

### **JOB RESPONSIBILITIES AND PERFORMANCE STANDARDS**

#### **Responsibility #1**

**Provides staff nurse responsibilities as assigned by nurse manager or lead nurse**

<b>Assigned to all nurses</b>	<b>Assigned to Mental Health Nurse</b>
Conducts nurse health appraisals, orientation of youth to medical services, reviews. HIV/Hepatitis B questionnaire and provides education, intake screening tests and lab tests.	Will ensure psychiatrists clinic sheets are maintained for new referrals and those who are on medications.
Administers medications and completes medication nurse responsibilities.	
Reviews immunizations, educates youth of immunizations needed, reviews Vaccine Information Statement with youth and parent, administers vaccines, and enters data into GRITS.	
Assists midlevel staff or physician with chronic care clinics.	
Review health records to insure compliance to DJJ policy.	
Draws blood for lab monitoring as ordered.	
Youth to be released - prepares discharge plan and inform youth, parent/guardian and JPPS.	
Review health records of youth to be transferred to insure health record complete.	
Provide verbal report to receiving facility medical clinic of youth on medications, chronic care or youth with current medical, mental health, dental issues.	

#### **Responsibility # 2**

**Assess newly admitted youth for continuation of psychotropic medications**

<b>Assigned to all nurses</b>	<b>Assigned to Mental Health Nurse</b>
Review Intake Screens and Nurse Health Appraisals within 24 hours of youth's admission to identify youth with history of mental health issues and youth currently taking or history of taking psychotropic medications.	MH nurse notifies SSPII of youth admitted with psychotropic medications, psychiatrist notification, date youth scheduled to see psychiatrist and other pertinent mental health issues.
Youth admitted from community with prescribed psychotropic medications will have medications verified per DJJ Policy 11.8 Medication Administration. Verification should be documented in JTS progress notes. Medication verification may be done by admitting RN, medication nurse or mental health RN. The nurse then	If youth currently on psychotropic medications, the MH nurse adds youth name to psychiatrist appointment list. If youth prescribed psychotropic medications within the past month but not currently taking medications, the MH nurse contacts psychiatrist for guidance regarding continuation of medication and adds youth name to

contacts facility psychiatrist to obtain verbal order to continue medication (s).	psychiatrist appointment list.
Document admission note in JTS progress notes.	
The MH nurse fills out informed consent listing prescribed medications youth currently taking and obtains youth signature to consent to continue medications. The nurse contacts parent or guardian to obtain verbal consent or written consent.	
Intake nurse will contact psychiatrist if the youth has been on medications within the last 6 months and place a 'MH Referral' in JTS for MH staff to complete a MHA on youth.	

### **Responsibility # 3**

#### **Maintain automated tracking log of all youth on psychotropic medications**

<b>Assigned to all nurses</b>	<b>Assigned to Mental Health Nurse</b>
If, after admitted, an off-site physician prescribes psychotropic medications or parent brings in psychotropic medications the MH nurse adds youth name to psychiatrist appointment schedule and notifies SSPII.	Assure that youth who are on medications are on the psychiatrist's task report in JTS or are on referral log.
Document diagnostic testing, EKG, lab monitoring, baseline and q three months AIMS to be done on tracking log insuring compliance to DJJ Policy 12.16 Psychotropic Medications.	Track medication non-compliance per youth. Notify psychiatrist, SSPII and Mental Health Treatment Team of youth who are non-compliant to medication (s).
	Track AIMS for youth who are prescribed psychotropic medications for compliance with policy standards.
	Mental Health Nurse provides copy of the tracking log to SSPII weekly.

### **Responsibility # 4**

#### **Coordinate obtaining Medication Informed Consents**

<b>Assigned to all nurses</b>	<b>Assigned to Mental Health Nurse</b>
	Document date informed consent signed by parent or guardian on tracking log. Notify medication nurse when informed consent signed. Youth admitted from community on psychotropic medications – medications may be administered for up to 10 days of youth's admission while parent or guardian consent sought. Mental Health nurse should notify psychiatrist if consent not received within 7 days.
	For youth placed on medication prior to being seen by psychiatrist, Mental Health Nurse should call guardian to obtain verbal consent unless guardian is available to sign consent.
	For youth placed on medication after seen by psychiatrist - psychiatrist explains medication benefits, risks and potential side effects to youth and obtains youth signature then should make initial attempt to contact guardian for verbal consent (if unable to obtain signed consent). If psychiatrist is unable to reach guardian, Mental Health Nurse should attempt to obtain consent between psychiatric contacts. Mental Health nurse informs psychiatrist if unable to contact guardian within three

	days.
	<p>For verbal consents:</p> <ol style="list-style-type: none"> <li>All verbal consents require two witnesses – prefer two licensed witnesses but at least one witness must be licensed.</li> <li>Mental Health Nurse should mail copy of the Informed Consent to parent or guardian (original signed informed consent remains in health record). Document date consent mailed to parent on original form.</li> <li>Psychiatrist and Parent/guardian may fax signed consent to medical. Nurse documents all attempts to contact parent/guardian and conversations with parent/guardian on the Informed Consent Form.</li> <li>Nurse and psychiatrist should track status of verbal consents until valid consent signed by guardian is on the chart.</li> <li>Each psychotropic medication requires a separate consent. <b>Minimum one psychiatric nurse must sign the consent form.</b></li> </ol>

### **Responsibility # 5**

#### **Coordinate medical follow-up of youth on psychotropic medications**

<b>Assigned to all nurses</b>	<b>Assigned to Mental Health Nurse</b>
Assist with brief daily mental health evaluations of youth on safety protocols and confinement rounds on days when SSPII or mental health staff not at the facility	Administer medications at least once weekly to observe youth compliance to psychotropic medications
Medication side effects must be checked daily by the nurse administering medications and documented on the Medication Administration Record (MAR). The nurse should check MAR daily to determine if youth taking psychotropic medication and if youth experiencing medication side effects. Nurse provides counseling to youth non compliant to medications or youth experiencing medication side effects with documentation in JTS progress notes	MH nurse attends Mental Health Treatment Team Meeting and reports youth who are non compliant to medications, youth who complain of medication side effects, issues related to obtaining informed medication consent, youth seen by medical related to Use of Physical Control Measures, Youth on Youth, Youth on Staff and youth with Self-Harm or Suicidal Issues
Nurse meets with youth within 72 hours of starting new psychotropic medication to assess side effects or any problems with medication	MH nurse develops and conducts medication groups, medication side effects groups, etc. at applicable facilities.
Medical Nurses should request that the psychiatrist write monitoring orders (or MH nurse writes as verbal order) for lab tests, EKG, AIMS as required by DJJ policy.	
Discontinuation of psychotropic medications – mental health nurse or psychiatrist notifies parent or guardian with documentation in progress notes.	
Nurse transcribes orders written by psychiatrist and informs nursing staff of new orders. MH nurse processes non-formulary psychotropic medication requests and tracks approval date. If not approved the MH nurse notifies the ordering psychiatrist.	
Nurse documents all communication with parent, guardian, JPPS, case manager, etc. in JTS progress notes.	

