



# **CIVILIAN PERSONNEL CAREER MANAGEMENT**

September  
2000

ARMY CIVILIAN TRAINING, EDUCATION, AND  
DEVELOPMENT SYSTEM (ACTEDS) PLAN

**ADDENDUM D**  
TO THE REGISTERED NURSE ACTEDS PLAN

## **PSYCHIATRIC NURSE / NURSE SPECIALIST**

**ACTEDS PLAN**

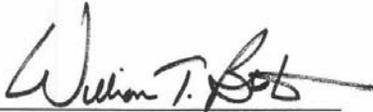
CORNERSTONE OF CONCERNED HEALTH CARE

## F O R E W O R D

This Department of the Army Civilian Training, Education, and Development System (ACTEDS) plan for the civilian Psychiatric nurse provides careerists and management with a guide to assist in career enhancement and progression. Training and development plans are essential in developing and enhancing an individual's knowledge, skills, and abilities; hence, promoting optimal performance, effectiveness, and efficiency. This plan, if followed, will provide all civilian Psychiatric nurses the opportunities to become leaders of tomorrow in their field.

Civilian Psychiatric nurses and their supervisors are encouraged to review this ACTEDS plan and tailor it to their needs. Although individuals ultimately control their own careers, all levels of command share in the responsibility of implementing the guidance contained in this plan. This will help to ensure a continuing source of highly qualified civilian Psychiatric nurses for the Department of the Army.

APPROVED BY:



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**ADDENDUM D**

**ARMY CIVILIAN TRAINING, EDUCATION, AND DEVELOPMENT SYSTEM PLAN**

**PSYCHIATRIC NURSE  
OCCUPATIONAL SERIES GS-610  
(Career Field 53)**

**Introduction.** This addendum to the civilian Registered Nurse (RN) ACTEDS Plan describes the Psychiatric nurse (PsyN) portion of the plan and must be used in conjunction with the basic RN ACTEDS Plan. This addendum includes the training, education, and developmental opportunities that enhance the employee's capability to advance within the Psychiatric nursing (PsyNsg) community. General information of interest to all Army civilian RNs in all nursing specialties is found in the basic RN ACTEDS Plan of which this addendum is a part.

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## ADDENDUM D

### ARMY CIVILIAN TRAINING, EDUCATION, AND DEVELOPMENT SYSTEM PLAN

#### PSYCHIATRIC NURSE OCCUPATIONAL SERIES GS-610 (Career Field 53)

##### 1. OBJECTIVES.

a. To provide a proactive career development program for Psychiatric nurses (PsyNs) from entry level to senior level positions throughout their careers.

b. To provide a career path of technical and professional training that will increase the knowledge base, maximize productivity and efficiency, and minimize costs.

c. To provide a means for goal formulation and measurement of performance for PsyN leaders.

d. To aid in the recruitment and retention of motivated individuals in the Department of the Army (DA) healthcare delivery system for PsyN positions.

**2. STRUCTURE.** This plan applies to all Army civilian RN employees working in the field of PsyNsg, regardless of the level at which they were hired and the organization or agency to which they are assigned or attached.

**3. KEY POSITIONS.** Key Positions are staff positions in which the incumbent establishes and/or interprets policy, plans, and strategy. The basic RN ACTEDS Plan lists Key Positions where any PsyN can be assigned. There is no one Key Position in PsyNsg; rather positions are established according to the responsibilities assigned at each installation or agency.

**4. RESPONSIBILITIES.** Responsibilities for the Functional Chief (FC), the Functional Chief Representative (FCR), the installation, the Medical Treatment Facility (MTF), the supervisor, and the employee are listed in the basic RN ACTEDS Plan.

**5. CAREER PATH.** (Appendix A) The career path for PsyNs represents progression in PsyNsg normally beginning at the entry level and continuing through the advanced level. Descriptive levels are as follows:

a. Entry Level. The entry level (GS-9) is defined as a RN with a minimum of 1 year of adult care experience.

b. Intermediate Level. Staff nurse positions (GS-10/11) represent full performance personnel and technical leaders of lower graded personnel. Supervisory (GS-12) positions are designed to broaden an individual's technical knowledge and to begin developing managerial and administrative abilities.

c. Advanced Level. Advanced positions (GS-13/14) place emphasis on strategic planning and administrative/managerial responsibilities. All advanced PsyNs are recognized as subject matter experts (SMEs). They make decisions or recommendations that significantly affect the content, interpretation, or development of Army policies or programs concerning critical matters or major issues within the PsyNsg community. They are assigned positions/studies where limited guidance exists as to the method of evaluation for the potential experience identified. Training will be on topics that are emerging issues in the specialized aspects of the PsyN as well as seminars and conferences where these position topics are likely to be discussed. At this level, the employee must have a mastery of one or more specialty fields evidenced by application of new developments and theories to critical and novel problems, and extension and modification of approaches and methods to solve a variety of problems with unconventional solutions.

**6. COMPETENCIES.** (Appendix B) Commanders and supervisors are responsible for identifying resources and offering opportunities to meet career objectives of their employees. They must ensure that employees under their supervision possess, or are provided opportunities to obtain, the required competencies (the knowledge, skills, and abilities (KSAs)) at Appendix B.

**7. MASTER TRAINING PLAN (MTP).** (Appendix C)

a. Universal Training. Employees enter the PsyN occupational series at with varying degrees of preparation, capability, and potential for growth. For this reason, training identified for an employee should be based on what formal training and/or on-the-job training (OJT) the individual brings to the job in comparison with that required for advancement as outlined in this addendum. Broad-banded training is identified as those courses and OJT that cover a spectrum of grade levels. This training may be completed at any level within the band, but should be completed prior to accession out of the band. Consideration should be given to any documented prior experience and training.

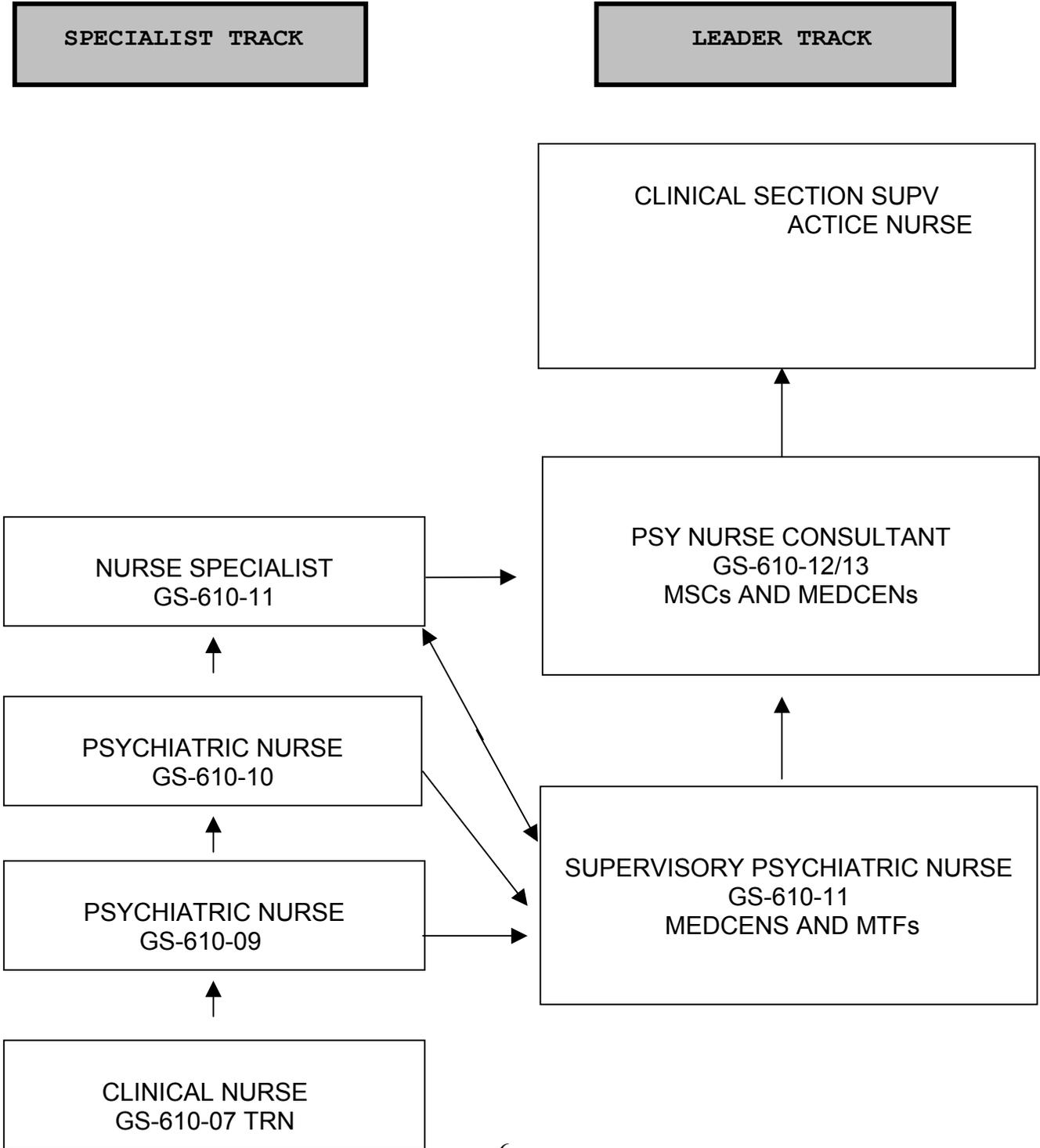
b. Self-development. In addition to the mandated training outlined in the MTP, PsyNs at all levels are encouraged to undertake individual projects such as technical papers, presentations, and membership in professional organizations. Additional self-development activities are defined in the basic RN ACTEDS Plan.

c. Competitive Training. Competitive training includes Army-wide competitive programs (such as senior service colleges and the Sustaining Base Leadership and Management Program) which are centrally funded by HQDA. It also includes fellowship programs, developmental assignments and training-with-industry which may be funded by the installations, MACOMs, or other designated agencies. Competitive training opportunities are defined in the basic RN ACTEDS Plan.

**8. AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY.** Training and development opportunities for participants covered by this plan will be provided without regard to race, color, sex, religion, national origin, non-disqualifying disabilities, or age.

APPENDIX A

PSYCHIATRIC NURSE  
CAREER PATH CHART



## APPENDIX B

### COMPETENCIES FOR PSYCHIATRIC NURSE

1. **Nursing** - Knowledge of the nursing activities in the Army Medical Department (AMEDD) Standards of Nursing Practice in order to ensure compliance in accordance with the latest guidance.
2. **Nursing** - Knowledge of nursing activities identified by the American Nursing Association (ANA) Scope and Standards of Psychiatric-Mental Health Clinical Nursing Practice (available in most medical libraries) in order to ensure compliance.
3. **Nursing** - Skill in coordinating, communicating, and collaborating with other health disciplines in order to enhance patient care.
4. **Nursing** - Ability to promote professional relationships between psychiatric nursing and other agencies (e.g., public, private, and professional organizations) in order to influence the health environment.
5. **Nursing** - Ability to participate with other members in the community in order to assess, plan, implement, and evaluate mental health services and community systems that include promotion of mental illness issues.
6. **Nursing** - Knowledge of the principle of personal advancement in psychiatric nursing through continuing education and professional development.
7. **Nursing** - Ability to collect data to include past and present client health and psychiatric history, demographic information, and circumstances of admission in order to accurately assess patient's current health status, health data gathered, and interpretation of same.
8. **Nursing** - Ability to utilize nursing diagnoses and/or standard classification of mental disorders in order to express conclusions supported by recorded assessment data and current scientific premises.
9. **Nursing** - Skill in identifying nursing problems and provisions of care through the nursing process in order to facilitate prompt solutions and treatment.
10. **Nursing** - Knowledge of psychotherapeutic interventions in order to assist clients in regaining or improving their previous coping abilities and to prevent further disability.

11. **Nursing** - Knowledge of somatic therapies and their application to related clinical skills in working with clients in order to integrate into a viable treatment plan.
12. **Nursing** - Knowledge of advanced clinical techniques in individual, group, family psychotherapy, child psychotherapy, and other treatment modalities in order to function as a psychotherapist and recognize professional accountability for nursing practice.
13. **Nursing** - Ability to perform research studies concerning psychiatric nursing issues in order to improve care given.
14. **Nursing** - Knowledge of legal and ethical psychiatric nursing practice in order to protect the rights of the nurse, the worker, and the employer, by practicing in compliance with established ethical concepts and legal guidelines.
15. **Education and Communication** - Skill in participating in peer review and other means of evaluation in order to assure quality of nursing care provided for clients.
16. **Education** - Ability to assume responsibility for continuing education and professional development in order to contribute to the professional growth of others.
17. **Communication** - Ability to perform record keeping and documentation skills as they relate to PsyNsg issues in order to ensure accuracy of patient information.
18. **Communication** - Skill in interviewing and communication in order to provide information, evaluate understanding, and enhance adherence.
19. **Communication** - Skill in collaborating with other health care providers in order to assess, plan, implement, and evaluate programs and other mental health agencies.
20. **Communication** - Ability to assist clients, families, and groups in order to achieve satisfying and productive patterns of living through health teaching.
21. **Communication** - Skill in establishing and maintaining an interdepartmental and interdisciplinary communication network in order to promote quality care.

22. **Communication** - Ability to contribute to nursing and the mental health field through innovations in theory and practice, and participation in research in order to enhance patient care.

23. **Communication** - Ability to communicate results of research studies, such as publications, poster presentations, and presentations at scientific meetings in order to provide relevant information, enhance role performance, and increase knowledge of professional issues.

24. **Communication and Nursing** - Ability to understand the group process in establishing goals and objectives in order to provide guidance and direction.

25. **Research** - Skill in research techniques (e.g., literature searches, basic research designs, etc.) in order to critically evaluate existing practice, identify research opportunities in practice, and incorporate/disseminate relevant results through practice, education, or consultation.

26. **Research** - Ability to critically evaluate research studies in order to use information appropriately in psychiatric nursing practice.

27. **Research** - Ability to understand research techniques (e.g., validity, reliability, p value, coefficient, ratios, mean, mode, bias, research methods, sources of error, population/sample size, and appropriate statistics used) in order to incorporate/disseminate relevant results.

28. **Management** - Knowledge of organizational structure, policy and procedures, communication, and reporting procedures in order to ensure effective coordination of information.

**APPENDIX C**  
**MASTER TRAINING PLAN MATRIX FOR PSYCHIATRIC NURSE**

| COURSE / SEMINAR / OJT<br>TITLE                     | TYPE OF<br>TRAINING | LENGTH<br>HOURS | ENTRY | INTERMEDIATE |       |       | ADVANCED |       | SOURCE           | COMPETENCIES<br>(APP A)                          | COURSE<br>NUMBER |
|---|---------------------|-----------------|-------|--------------|-------|-------|----------|-------|------------------|--|------------------|
|   |                     |                 | GS-09 | GS-10        | GS-11 | GS-12 | GS-13    | GS-14 |                  |  |                  |
| Mental Health Assessment Across the Life Span       | FC                  | Varies          | U2    | U2           | U1    | U1    |          |       | University-Based | 2, 7, 8, 11, 14, 17, 18                          | 1                |
| Models of Care                                      | FC                  | Varies          | U3    | U3           | U2    | U1    |          |       | University-Based | 2, 3, 8, 10, 11, 17, 18, 20, 21                  | 2                |
| Personality Theory and Adult Development            | FC                  | Varies          | U3    | U3           | U2    | U1    |          |       | University-Based | 8, 9, 10, 11, 18                                 | 3                |
| Psychopathology and Human                           | FC                  | Varies          | U3    | U3           | U2    | U1    |          |       | University-Based | 8, 9, 12   | 4                |
| Group Psychotherapy Seminar                         | FC                  | Varies          | U3    | U3           | U2    | U1    |          |       | University-Based | 8, 9, 10, 12, 13, 18, 20, 22, 23, 24, 25, 26, 27 | 5                |
| Psychiatric Issues for Specialty Populations        | FC                  | Varies          | U3    | U3           | U2    | U1    |          |       | University-Based | 2, 4, 5, 6, 7, 8, 11, 14, 17, 18, 19             | 6                |
| Neuropsychopharmacology                             | FC                  | Varies          | U1    | U1           | U1    | U1    |          |       | University-Based | 2, 3, 8, 9, 17, 18                               | 7                |
| Family Psychotherapy Seminar                        | FC                  | Varies          | U3    | U3           | U2    | U1    |          |       | University-Based | 7, 8, 9, 10, 12, 14, 18, 20, 24                  | 8                |
| Diagnosing Organizational Systems                   | FC                  | Varies          | U3    | U3           | U2    | U2    | U1       | U1    | University-Based | 5, 8, 10, 12, 18, 24, 28                         | 9                |
| Nursing Intervention Models                         | FC                  | Varies          | U3    | U3           | U2    | U2    |          |       | University-Based | 2, 8, 9, 10, 16, 18                              | 10               |
| Psychiatric Mental Health Nursing: Role Development | FC                  | Varies          |       |              | U3    | U3    | U2       | U2    | University-Based | 3, 5, 9, 15, 17, 19                              | 11               |
| Psychiatric/Mental Health Nursing (66C) Course      | FC                  | 22 Weeks        | U1    | U1           | U3    | U1    |          |       | AMEDDC&S         | 1, 2, 5, 7, 8, 9, 10, 11, 12, 14, 17, 19, 20     | 12               |
| USADART Individual Course                           | FC                  | 40              | U3    | U3           | U3    | U1    |          |       | AMEDDC&S         | 4, 8, 9, 10, 11, 12, 19, 21                      | 13               |
| USADART Group Course                                | FC                  | 40              | U3    | U3           | U2    | U2    |          |       | AMEDDC&S         | 4, 8, 9, 10, 11, 12, 19, 21                      | 14               |
| Critical Reading of Research Publications           | CC/OL               | 12              |       |              |       | U1    | U1       | U1    | RMC NESDS        | 25, 26, 27                                       | 15               |

LEGEND: FC = FORMAL COURSE      U1 = UNIVERSAL PRIORITY I      C = COMPETITIVE      \* = ACCORDING TO INDIVIDUAL JOB REQUIREMENT  
CC/OL = CORRESPONDENCE COURSE/ON-LINE      U2 = UNIVERSAL PRIORITY II      SUP = SUPERVISOR ONLY      \*\* = ANNUAL REQUIREMENT  
OJT = ON-THE-JOB TRAINING      U3 = UNIVERSAL PRIORITY III      DVP = DEVELOPMENT ASSIGNMENT      \*\*\* = BY EXCEPTION



## APPENDIX D

### COURSE DESCRIPTIONS

1. **MENTAL HEALTH ASSESSMENT ACROSS THE LIFE SPAN.** Provides students with the concepts and skills necessary to conduct the mental health evaluation of individuals at all points of the life span. A multi-explanation framework is used to conceptualize case formulation and the examination of differential diagnoses. Health screening emphasizes risks to the psychiatric population, and physical conditions and genetic background in relation to mental health. Specific evaluation techniques for substance use and abuse, sexual dysfunction, developmental stage, and risk for dangerousness are included. (Source: University-based) (Varies)

2. **MODELS OF CARE.** This course is designed to assist the student in comprehensive treatment planning and understanding the dynamics of the therapeutic relationship in implementing interventions. Students utilize models of care specifically suited to individual patients and patient problems identified in advanced psychiatric nursing practice. Course content is arranged in four sections: treatment planning, therapeutic contracting; directive/problem-focused models of care; psychodynamic/evocative models of care; and biologic models of care. (Source: University-based) (Varies)

3. **PERSONALITY THEORY AND ADULT DEVELOPMENT.** Biological, social, cultural, and psychological influences on personality and adult development are identified. Biologic, social, psycho-dynamic, relational, existential, and cognitive perspectives are reviewed. This material is then used to explore the concept and phenomena of personality disorder and provides the background for the examination of psychiatric disorders, as identified in DSM IV. (Source: University-based) (Varies)

4. **PSYCHOPATHOLOGY AND HUMAN BEHAVIOR.** This course examines psychopathology and the diagnosis of psychiatric disorders across the life span as guided by DSM IV nosology. Theories of personality and development are integrated into the understanding of mental disorders. These include psychodynamic, relational, and cognitive perspectives. (Source: University-based) (Varies)

5. **GROUP PSYCHOTHERAPY SEMINAR.** This course examines models of group psychotherapy. Emphasis is placed on the application of theory to the clinical realities of groups and families encountered in various inpatient and outpatient settings. Course content covers determination of treatment choices through critical thinking informed by assessments; cultural, ethical, and legal

considerations; comparison of pertinent models; and knowledge of basic concepts of group psychotherapy, as well as relevant literature and research. (Source: University-based) (Varies)

6. **PSYCHIATRIC ISSUES FOR SPECIALTY POPULATIONS.** This course provides learning opportunities for psychiatric-mental health nursing students. Students build on theoretical knowledge and skills learned in the practica of the first specialty year and expand these skills to include psychiatric problems of psychiatrically vulnerable populations across the life span. (Source: University-based) (Varies)

7. **NEUROPSYCHOPHARMACOLOGY.** Lectures focus on principles of psychopharmacological treatment, mechanisms of action, and selection of pharmacological agents used to treat psychiatric disorders in culturally diverse populations across the life span. (Source: University-based) (Varies)

8. **FAMILY PSYCHOTHERAPY SEMINAR.** This course examines the major conceptual frameworks of family therapy, including comparison of family models and basic concepts underlying an understanding of family systems. Course content covers selection of appropriate family treatment modalities that take into account the cultural, ethical, and legal issues that have impact on family life. (Source: University-based) (Varies)

9. **DIAGNOSING ORGANIZATIONAL SYSTEMS.** The focus of this course is on the understanding of work environments which enable the student to be more effective. Students examine their own and others' behavior in the classroom during experiential exercises designed to illustrate key concepts. They also observe outside groups of which they are members as case studies in organizational behavior. Emphasis is placed on building skills to analyze, diagnose, and create interventions in organizational systems. (Source: University-based) (Varies)

10. **NURSING INTERVENTION MODELS.** Developing, providing, and evaluating nursing intervention with a specified client population. Students register for a section that focuses on a desired population. (Source: University-based) (Varies)

11. **PSYCHIATRIC MENTAL HEALTH NURSING: ROLE DEVELOPMENT.** Theoretical and clinical components of modalities of psychiatric-mental health nursing intervention. Opportunity to clarify understanding of interdisciplinary roles and relationships in community mental health setting. Concepts from systems theory related to organizational structure of mental health facilities and community. (Source: University-based) (Varies)

12. **PSYCHIATRIC/MENTAL HEALTH NURSING (66C) COURSE.** Psychiatric nurse course which provides education on state-of-the-art, nursing therapeutic process/interventions, developmental theories, group therapy, somatic therapies, psychiatric dysfunctions, therapeutic milieu, pharmacology, and nursing unit management. Clinical practicum inclusive. (Source: AMEDDC&S) (22 weeks)

13. **USADART INDIVIDUAL COURSE.** This course provides hands-on training for developing a counseling perspective. Etiology and physiology of substance abuse are explored in depth. The relationships between alcohol and family violence is studied. Current trends in treatment of substance abuse are explored. (Source: AMEDDC&S) (80 hours)

14. **USADART GROUP COURSE.** This course provides an overview of group leadership skills, theoretical curative factors of group, as well as selection, and preparation of group members. Group process and group phenomena are explored and experienced. Concurrent individual counseling and group leadership are reviewed. Emotional distress in groups, termination, and current trends in alcohol and drug fields are emphasized. This course contains various practicums. (Source: AMEDDC&S) (80 hours)

15. **CRITICAL READING OF RESEARCH PUBLICATIONS (CRRP).** This course is designed as an Independent Study for use by Clinical Interest Groups, Journal Clubs, or small groups who want to become more comfortable in reading and evaluating research. The primary characteristic of this program is that it must be carried out by at least two or more people in order to obtain continuing education credit. The course is available on-line at <http://www.armymedicine.army.mil/otsg/nurse/prodev.htm> (Source: RMC NESDS) (12 hours)

## APPENDIX E

### GLOSSARY

| <u>ACRONYM</u> | <u>DEFINITION</u>   |
|----------------|---|
| ACTEDS         | Army Civilian Training, Education, and Development System |
| AMEDD          | Army Medical Department                                   |
| AMEDDC&S       | Army Medical Department Center & School                   |
| ANA            | American Nursing Association                              |
| DA             | Department of the Army                                    |
| FC             | Functional Chief  |
| FCR            | Functional Chief Representative                           |
| KSA            | Knowledge, skills, and abilities                          |
| MEDCEN         | Medical Center  |
| MEDCOM         | U.S. Army Medical Command                                 |
| MSC            | Major Subordinate Command                                 |
| MTF            | Medical Treatment Facility                                |
| MTP            | Master Training Plan                                      |
| NESDS          | Nursing Education and Staff Development Service           |
| OJT            | On-the-Job Training                                       |
| PsyN           | Psychiatric Nurse   |
| PsyNs          | Psychiatric Nurses  |
| PsyNsg         | Psychiatric Nursing                                       |
| RMC            | Regional Medical Command                                  |
| RN             | Registered Nurse  |
| SMEs           | Subject Matter Experts                                    |
| USADART        | U.S. Army Drug and Alcohol Rehabilitation Training        |