



Classification Title: Nurse Practitioner – Certified

Department:	Health Services	EEO6 Code:	3
Employee Group:	Classified	Salary Grade:	49
Supervision Received From:	Director, Health Services	Date of Origin:	9/2016
Supervision Given:	General Supervision	Last Revision:	9/2016

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Provides professional nursing care, health education and health services to District students and employees; performs comprehensive health and psychological assessments, creates differential diagnosis, and prescribes pharmacologic and non-pharmacologic treatments in the management of wellness and direct management of acute and chronic illness, diseases and injuries in the Health Services office; ensures compliance with state laws and regulations, District policies and health program protocols; maintains electronic medical records; provides lead-level guidance to other nursing professionals and Health Services staff.

DISTINGUISHING CHARACTERISTICS.

The Nurse Practitioner – Certified is the advanced journey-level class in the professional nursing series. In addition to the full journey-level skilled duties, incumbents provide professional care within the scope of a certified Nurse Practitioner.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. In collaboration with and under the general direction of a contracted physician, provides professional nursing care and health services utilizing nurse practitioner practice guidelines and protocols; in accordance with standardized procedures, assesses client health by obtaining medical/health history, performing physical examinations and initiating appropriate diagnostic and screening tests; evaluates findings and results and prescribes medical treatment, referring complex or emergent cases to a physician as appropriate; performs independent evaluation and treatment procedures in emergency situations.
2. Assists and monitors work of nursing professionals and Health Services staff for completeness, accuracy and conformance with District/department standards; provides information, guidance and training on work processes, program services, tracking and reporting, and technical procedures; resolves or escalates issues related to administration of health services operations, scheduling and human resources-related issues; coordinates and participates in the recruitment, training, proficiency testing and oversight of assigned Health Services staff; schedules, trains and tracks hours worked by assigned hourly medical personnel.
3. Participates in the formulation and implementation of departmental policy, planning and protocol; leads and directs staff and consultants in the development and application of new medical treatment methods and processes to achieve higher efficiency, quality and innovation in department work processes; researches current health trends and practices.

4. Advises patients on health maintenance and disease prevention and provides referrals for cost-effective, appropriate care; orders, interprets and evaluates diagnostic tests to assess patient conditions, including blood pressure, tuberculosis, vision, vital sign and in-house lab tests; furnishes or administers appropriate injectable or oral medications, therapies, immunizations and diagnostic and therapeutic procedures as needed; explains nature of diagnosis, risks and benefits of treatment as well as the consequences if not treated, and the side effects of any prescribed treatments.
5. Establishes and documents each patient's health care plan and prognosis using the SOAP (Subjective, Objective Assessment, Plan) format; evaluates the effectiveness of each plan; documents patient medical information, condition, treatment, advice and referrals on patient medical charts utilizing electronic medical records; maintains confidential patient medical records; prepares invoices and insurance documents; prepares accident reports, immunization reports or tuberculosis results and maintains copies in patients' records; performs quality assurance of all medical records, medical database entries and operational functions.
6. Responds to on-campus emergencies; provides initial medical care, advanced first aid and crisis intervention.

Marginal Functions:

1. Participates in the selection, ordering and cost containment of medical, laboratory and pharmaceutical inventory, supplies and equipment.
2. Maintains aseptic environment in accordance with District and Occupational Safety and Health Administration (OSHA) recommendations.
3. Attends professional group meetings and participates on assigned committees.
4. Delivers health education presentations as needed.
5. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three years of increasingly responsible independent nurse practitioner experience in an ambulatory care setting.

Education/Training: A master's degree in nursing or a closely-related field equivalent to a Family or Adult Nurse Practitioner program from a National League of Nursing-accredited college or university.

Licenses/Certificates:

1. Possession of, or ability to obtain, an appropriate, valid California driver's license by time of appointment.
2. Current, valid California Board of Registered Nursing License.
3. Current, valid California certification as a Nurse Practitioner with a specialty in family or adult care.
4. Possession of a valid furnishing number issued by the California Board of Registered Nursing.
5. Current, valid cardiopulmonary resuscitation (CPR) and First Aid certification.

Preferred Qualifications:

Eligibility to obtain or possession of a current federal Drug Enforcement Administration (DEA) number.

Knowledge of:

1. Principles and procedures in nurse practitioner practice.
2. Medical equipment and instruments to administer patient care.
3. Medical counseling and interviewing techniques.
4. Principles and techniques of performing standard and emergency healthcare and nursing assessments, patient care planning and delivery, patient education and evaluation of outcomes.
5. Pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions.
6. Principles, practices and techniques of safety and infection control.
7. Principles, practices, concepts and techniques used in community health and community health promotion and education.
8. Academic, government and community resources available to students.
9. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
10. Rules, policies and procedures applicable to assigned areas of responsibility.
11. Health Insurance Portability and Accountability Act (HIPAA) regulations as they pertain to client information and records.
12. Federal, state and local laws, regulations and court decisions governing area of assignment.
13. Modern office practices, procedures and equipment including computers and applicable software programs.
14. Practices and procedures of public administration for budgeting, purchasing and recordkeeping.

Skill in:

1. Performing physical exams and clinical procedures within the scope of the nurse practitioner practice.
2. Taking medical history, assessing medical condition and interpreting findings.
3. Analyzing emergency situations accurately and adopting effective courses of action.
4. Performing crisis intervention.
5. Administering first aid and emergency medical treatment
6. Administering immunizations, prescribing and dispensing authorized medications.
7. Preparing and reviewing organized, detailed and accurate medical records and charts.
8. Providing health-related information and health education to patients.
9. Representing an employer effectively in interactions with public health agencies and community groups.
10. Preparing and delivering oral presentations regarding health and medical issues.
11. Maintaining computer systems to ensure accurate and complete patient medical records and case files.
12. Organizing, setting priorities and exercising sound independent judgment within area of assigned responsibility.
13. Preparing clear, concise and accurate reports, documents, data entries and other written materials.
14. Operating a computer and other standard office equipment and using spreadsheet, word processing and enterprise software.
15. Organizing and maintaining specialized files.

16. Maintaining confidentiality of student files and medical records.
17. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
18. Exercising tact and diplomacy in dealing with sensitive, complex and confidential student issues and situations.
19. Establishing and maintaining effective working relationships with those encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The employee works under typical health clinic conditions, including laboratory conditions. Employees work with blood-borne pathogens and medical waste materials and are subject to exposure to communicable disease. The noise level is usually quiet.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform job functions with or without accommodation, such as the ability to stand, walk and sit for prolonged periods; use hands repetitively to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to lift up to 50 pounds unaided. Requires operation of District vehicles.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.