



Nurse Practitioner

Class code: 504

Employee Group: SEIU

Salary Range: 36

I. Position Summary

Under general direction to diagnosis clinic conditions, to perform clinical patient care management in community health and/or mental health activities in accordance with advanced practice criteria within Oregon regulatory statutes; may also coordinate clinic operations; and, to perform related work as required.

II. Distinguishing Features

The Nurse Practitioner is a professional level healthcare provider. Incumbents possess technical and functional expertise and independently performs a full range of complex duties, with substantial discretion of procedures. Employee may be expected to provide direction and guidance to subordinate staff and clinic operations.

III. Examples of Essential Position Duties

- Acts as a primary care provider as assigned; provides physical examinations, may provide psychiatric evaluations, health history assessments, collection and interpretation of laboratory specimens, interpretation of diagnostic tests, and diagnosis of health conditions; assesses the physical, emotional and developmental status of patients; prescribes medications and evaluate medications for drug interactions or adverse side effects.
- Plans, develops, maintains, and coordinates effective clinic operations; periodically reviews clinic operations to ensure that clinic goals are being met; works with members of the community to develop the clinic in order to best meet the needs of the community.
- Collaborates with other health care team members in the promotion and provision of comprehensive public health and/or mental health care; works with program manager in the improvement of current services and the development of new services.
- Responds to emergency situations; administers basic life support and/or call for emergency medical assistance.
- Discusses health condition with patient and provide limited counseling as appropriate; develops treatment plans to prevent or relieve the condition and prescribe medication as allowed by scope of practice and pharmacy formulary; arranges for appropriate follow-up or referral based on clinical findings.
- Seeks consultation with physicians or other health providers regarding unusual or complex cases; consults with family members about patient care and treatment requirements.
- Prepares reports and maintain accurate and current patient records according to accepted practice standards and agency policy; prepares billing statements for payment for service.
- Coordinates special projects and services as assigned.
- Promotes preventive health care and awareness through public speaking engagements.
- May secure and administer grant funds for operations and projects.
- Utilizes a wide range of medical equipment and instruments, as well as a computer and other general office equipment.
- Guides nurse practitioner students as assigned.

Jackson County – Nurse Practitioner

Page 2 of 3

- Performs laboratory work.
- May prescribe, inject and/or explain the use of various contraceptive devices.
- Maintains clean and orderly stockrooms and exam rooms; cleans instruments.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Overtime may be required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

Position requires extensive knowledge of the principles and practices involved in patient care management, disease processes, treatment, pharmacology and patient education; psychiatric diagnostics and assessment tools; anatomy, physiology, psychology, sociology and other related sciences; preventive health maintenance and promotion; available specialty consultants and referral sources for specific complex patient conditions; recommended safety precautions and regulations; effective clinic operations; program planning and coordination. Position requires ability to exercise initiative and clinical judgment in carrying out tasks and responsibilities; perform a thorough physical examination and operate medical instruments and equipment; effectively counsel and educate patients; diagnose patient conditions with skill; function independently with limited supervision; maintain accurate records and prepare reports according to standardized professional guidelines; maintain case confidentiality and sensitivity; understand and carry out policies and procedures; operate office equipment including a computer and peripheral equipment; communicate effectively, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work including staff, other agencies and the general public.

V. Minimum Requirements *(Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)*

Education and Experience

- A Bachelor's degree in nursing and completion of a nurse practitioner or certified nurse midwifery certificate or degree program and two years of professional nursing experience. Experience working with program or staff oversight or working with community groups.
OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge and ability required to perform the job.

Licenses, Certificates and Other

Must be currently licensed by the state of Oregon as a Registered Nurse and certified by the Oregon State Board of Nursing as a Nurse Practitioner with prescription privileges. Must have a valid Oregon driver's license with an acceptable driving record.

Physical Demands *(Performance of the essential duties of this position includes the following physical demands and/or working conditions)*

Jackson County – Nurse Practitioner

Page 3 of 3

Requires the ability to coordinate hands and feet in performing simple movements, such as bending, reaching and grasping; to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another. Requires sufficient hand-eye coordination to perform skilled movements, such as giving injections, taking blood samples, adjusting microscopes, etc., as well as semi-skilled repetitive movements, such as typing, filing and data entry and use of other office equipment or supplies. Tasks require occasional exposure to strong odors, strong chemicals, and communicable illnesses. Sensory requirements include color, sound, odor, texture and visual perception and discrimination as well as oral communications ability.

Working Environments

Requires the ability to coordinate hands and feet in performing simple movements, such as bending, reaching and grasping; to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another. Requires sufficient hand-eye coordination to perform skilled movements, such as giving injections, taking blood samples, adjusting microscopes, etc., as well as semi-skilled repetitive movements, such as typing, filing and data entry and use of other office equipment or supplies. Tasks require occasional exposure to strong odors, strong chemicals, and communicable illnesses. Sensory requirements include color, sound, odor, texture and visual perception and discrimination as well as oral communications ability. Work is generally performed in an office environment but may include other locations, including patient's homes. May include exposure to disruptive people.

VI. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Revised: 4/15