



NURSE PRACTITIONER

DEFINITION

Under the guidance of physician-approved standardized procedures and guidelines, performs medical and mental health examinations; diagnoses common medical conditions and develops treatment plans; educates and counsels patients regarding matters pertaining to their physical or mental health; assists in the prevention, detection, and correction of health related problems; refers patients to outside agencies for on-going healthcare needs; prepares and maintains a variety of health records, files, and reports; acts as liaison to facilitate the relationship of patients with resources of the College and community agencies; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or managerial staff. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This is a journey-level class responsible for performing a variety of nursing care and treatment of patients. Work requires strong communication skills and knowledge of healthcare services and community resources available at the College and in the larger community. The work has technical aspects requiring the interpretation and application of policies, procedures, and regulations and involves frequent contact with students, faculty, and outside organizations. Positions at this level perform the full range of duties as assigned, working independently, and exercising a high level of judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

- Provides clinical services to patients by performing health assessments, interpreting diagnostic data, determining diagnosis, developing treatment plans, charting assessment results and documenting medical services provided, and recommending corrective and preventative health measures in accordance with established, physician-approved standardized procedures and guidelines.
- Prescribes and dispenses medications and administers immunizations in accordance with clinic protocols.
- Provides instructions to patients, orally and in writing, regarding findings, care plans, and follow-up recommendations; provides recommendations and referrals to appropriate community agencies.
- Documents physical findings, nursing assessments, laboratory results, and interventions; discusses cases with physicians and other health professionals to prepare comprehensive patient care plan.
- Evaluates, maintains, and updates a variety of health-related records and files, including student health and immunization records, emergency medical records, accident reports, and health and disability reports.
- Assists management in planning, developing, and implementing comprehensive Student Health Services programs and services including current professional standard of practice in medicine and nursing, quality assurance and control, regulatory compliance, program accountability, and insurance issue resolution.

- Conducts annual review of registered nursing protocols; researches, recommends, and implements new and revised protocols and procedures.
- Compiles information and health statistics data for reports; checks data; prepares and assembles informational materials.
- Communicates with patients, medical professionals, and a variety of outside agencies to exchange information and resolve issues or concerns as allowed by laws governing the release of medical information.
- Maintains inventory of drugs, immunizations, and supplies, and orders supplies as needed.
- Monitors medication and medical supply expiration dates; properly disposes of expired medications.
- Serves as a resource and liaison for the college community on issues of health promotion, including health education presentations, resource material development, organizing outreach activities, and committee membership.
- Maintains a clean and orderly environment to ensure the health and safety of students.
- Attends a variety of meetings and training sessions as required.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Current principles, practices, methods, and techniques in the field of nursing.
- Medications and their desired effects, side effects, and complications of their use.
- Basic laboratory procedures.
- Common medical, physical, and psychological conditions, causes, and the procedures involved in diagnosis and treatment of these conditions.
- Community resources and current trends and concepts, ethics, and legal matters pertaining to medical practice and mental health issues.
- Principles and practices of healthcare quality control assurance.
- Communicable disease epidemiology, prevention, and control in accordance with recommendations from local and state public health departments, and the Centers for Disease Control.
- Basic first aid, cardiopulmonary resuscitation (CPR), and health assessment techniques.
- Purposes, uses, and operating characteristics of a variety of equipment and supplies used in the provision of medical care, treatment, and related services.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Principles and practices of data collection and report preparation.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Modern office practices, methods, and computer equipment and software relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

Ability to:

- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
- Develop, implement, and coordinate assigned programs, projects, and activities in an independent and cooperative manner, evaluate alternatives, make sound recommendations, and prepare reports.
- Adhere to ethical standards of the nursing profession as described by the American Nursing Association.
- Diagnose medical and mental health problems, conduct physical examinations, and perform laboratory tests; interpret diagnostic tests and develop medical and mental health treatment plans to meet the needs of patients.
- Collect, organize, record, and communicate data relevant to health assessments as per current legal requirements.
- Work responsibly with physicians and other members of medical and mental health teams.
- Instruct and counsel patients on health matters, including referrals to appropriate providers and community resources.
- Recognize adverse signs and symptoms and react swiftly in emergency situations.
- Operate medical equipment.
- Administer first aid, CPR, and routine and emergency treatment procedures.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Coordinate and oversee programmatic accountability and regulatory reporting activities.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Master's degree in Nursing or related field from an accredited college or university and three (3) years of nursing experience in a health care setting or private practice.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of a valid California Board of Registered Nursing license to practice as a Nurse Practitioner.
- Possession of a valid Drug Enforcement Administration (DEA) Furnishing license, in good standing.
- A current Basic Life Support certificate issued by the American Heart Association.
- Current and valid First Aid training and CPR certificates.

PHYSICAL DEMANDS

Must possess mobility to work in a standard health clinic setting and use standard medical and office equipment, including a computer; to operate a motor vehicle to conduct off-site consultations and to visit various College sites and attend meetings; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary classification; frequent standing in work areas and walking between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office and medical equipment. Positions in this classification frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 30 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees primarily work in a health clinic environment with moderate noise levels, controlled temperature conditions, and direct exposure to hazardous physical substances. Incumbents may be exposed to blood and body fluids when rendering first aid, CPR, or treating patients.

Salary Grade: C1-74

FLSA: Non-Exempt

EEO Code: H-30

Board Approved: April 2021