Nurse Practitioner

CLASSIFICATION

Nurse Practitioner

FLSA Status: Non-Exempt
EEOC Job Category: Professionals
Union Representation: Represented

GENERAL PURPOSE

Under direction, provides professional nursing care and health services to District students; perform comprehensive health and psychological assessments, create differential diagnosis, and prescribe pharmacologic and non-pharmacologic treatments in the management of wellness and direct management of acute and chronic illness as well as diseases and injuries in the student health services office; ensures compliance with state laws and regulations, District policies and health program protocols; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Nurse Practitioners are responsible for providing professional nursing care and health services to District students. Incumbents serve as health educators and advocates for students. Incumbents make independent nursing assessments, diagnoses and evaluations in the clinic and on campus regarding injuries and illnesses and provide first aid, emergency care or crisis intervention to students and staff in accordance with state and District nursing laws and regulations and protocols. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Participates in a collaborative clinical practice utilizing nurse practitioner practice guidelines and protocols; serves as a consultant to registered nursing staff in health care issues; serves as a consultant in formulating written health center policies and clinical practice guidelines and protocols; participates in the inventory and maintenance of the clinic, supplies, and equipment; assist with orientation and direction of other clinical personnel as necessary; contributes to the overall health planning; assures compliance with established safety procedures and regulations; maintains a safe, clean and orderly condition in all departmental areas; participates in quality control protocols and chart review.

2. Provides professional nursing care and health services to students; maintains accurate confidential medical charts, records and statistics; provides first aid and emergency nursing care for injured students and staff in clinic and on campus; performs independent evaluation and treatment procedures in emergency situations; provides assessment, evaluation, diagnosis and therapeutic treatment plans, utilizing principles of prevention, for a broad variety of wellness conditions, acute/episodic and emergent conditions and or illnesses, injuries, and other health related concerns; performs nursing functions such as venipuncture, injections, basic laboratory screenings and tests or makes referrals for
appropriate diagnostic tests or treatment; 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.

3. Serves as a health educator and advocate for students; ensure quality patient care by consulting and coordinating with the College Health Physician and other health care providers on campus and in the community; provides crisis intervention, evaluation, and referrals to campus and community counselors and other mental health resources; performs health/wellness, illness and disease prevention counseling and education from a family centered perspective; makes appropriate referrals to a local medical provider or local community health care agencies; interviews and advises patients and family regarding health and illness prevention, medications and treatment instructions; provides patient education; assists in preparation and distribution of health promotion materials; participates with members of the staff and campus community in planning and implementing student health outreach programs to respond to identified needs; serves as a resource for the campus community on issues of health promotion, disease prevention, safety and health advocacy.

OTHER DUTIES

1. Attends and participates in a variety of meetings, training sessions, seminars, workshops and conferences.

QUALIFICATIONS

Knowledge of:

1. Principles and procedures in nurse practitioner practice.

2. Medical equipment and instruments to administer patient care.

3. Modern techniques and current practices used in advanced first aid, common emergencies, and cardiopulmonary resuscitation.

4. Symptoms of communicable diseases.

5. Outside health agencies and their services.

6. Common safety hazards and precautions to establish a safe work environment.

7. Federal, state and local laws, codes, rules, regulations and court decisions applicable to nursing functions for a community college.

8. Appropriate safety precautions and procedures.

9. Research methods and data analysis techniques.

10. Principles and practices of public administration for purchasing and maintenance of public records.

11. Principles and practices of sound business communication.
12. Standard business software, including word processing.

**Ability to:**

1. Perform specialized duties related to the health and medical care of community college students.
2. Assure compliance with established federal, state and District program performance standards and protocols in areas of assigned responsibility.
3. Perform physical exams and clinical procedures within the scope of the nurse practitioner practice.
4. Maintain skill in taking medical history, assessing medical condition and interpreting findings.
5. React calmly and effectively in emergency situations.
6. Analyze emergency situations accurately and adopt an effective course of action.
7. Administer first aid.
8. Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility.
9. Interpret, apply, explain and reach sound decisions in accordance with District and department policies, procedures and labor contract provisions.
10. Communicate clearly and effectively, both orally and in writing.
11. Prepare clear, concise and accurate reports, correspondence and other written materials.
12. Operate a computer using word processing and other business software and other standard office equipment.
13. Organize and maintain specialized files.
15. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and patient situations.
16. Establish and maintain effective working relationships with other District management, staff, faculty, administrators, students, community health care providers and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited college or university with a master’s degree in nursing or a closely related field, and two years experience in a college health setting or in a public health, occupational health setting or outpatient primary care setting. Bilingual in Spanish or Khmer is desirable.

**Licenses; Certificates; Special Requirements:**

Current, valid California State license as a Registered Nurse.
California Public Health Nurse Certificate.

Certification as a Nurse Practitioner by a national organization.

Valid Furnishing Number from the California Board of Registered Nursing and a current federal DEA number.

Current, valid CPR/AED certification.

A valid California driver's license and the ability to maintain insurability under the District’s vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk and lift 25-50 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with District management, staff, faculty, administrators, students, community health care providers and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, including laboratory conditions. Employees work with blood borne pathogens, medical waste materials and are subject to exposure to communicable disease. The noise level is usually quiet.

Revised: June 25, 2007