



CLASSIFICATION NO. 516  
Revised: 1/94  
FLSA: Exempt  
EEO: 2

## **NURSE PRACTITIONER**

### **CLASS CHARACTERISTICS**

Under direction, to provide advanced clinical services to clients within a specialized area of health care; to prescribe and monitor the effects of medications; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Nurse Practitioner is used in the Mental Health and Public Health Divisions of the Department of Human Services and in the Corrections Division of the County Sheriff's Office.

The Nurse Practitioner provides advanced professional health care to clients within an area of specialty, such as family planning, prenatal, pediatric, adult, family or psychiatric care. Incumbents routinely provide health care which may also be performed by a physician, including prescribing, administering and evaluating the effects of medications.

The Nurse Practitioner differs from the Nurse which provides professional health care, but does not have the specialized training or state certification to practice at the advanced Nurse Practitioner level.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Conducts physical examinations and/or mental health assessments; interviews clients and families to obtain mental health and medical histories; performs, orders and interprets diagnostic procedures and laboratory tests; develops and implements treatment plans; makes referrals to other health care providers and social service agencies.
2. Prescribes and administers medications within legally established formulary; evaluates patient response to medication; educates clients regarding medication risks and benefits.
3. Participates in clinic operations and quality assurance activities; evaluates and recommends improvements to health care services; assists in the formation and review of clinical protocols, policies and procedures; participates in continuing education and in-service training.
4. Documents client contacts; completes client evaluations, case summaries, chart notes, consultations, work plan activities, intake and termination papers, billing documentation and correspondence.

5. Consults with health service providers, group homes, schools and community groups on health care issues; develops and presents education materials.
6. Within the family planning and prenatal specialties: examines, diagnoses and treats routine obstetric and gynecological diseases and conditions; provides counseling and instruction on obstetrics, nutrition, sexuality, family planning, contraception, sexually transmitted diseases, parenting, family life and menopause.
7. Within the pediatric specialty: conducts regular physical examinations of infants and children; evaluates growth and development; diagnoses and treats routine childhood illnesses; counsels parents on child health care and development; determines immunization needs.
8. Within the adult and family specialties: provides diagnostic assessment, management and follow-up to men, women and children with acute medical and psychosocial disorders; teaches general health care, hygiene and first aid.
9. Within the psychiatric specialty: provides individual, group and crisis psychotherapy to mental health clients and their families; leads medication, socialization and family support groups.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: All Specialties: Principles and practices of advanced nursing; medications and their standard clinical usages; diagnostic techniques; available community resources; case management methods and techniques; rules, laws, regulations and ethics governing the medical management of patients.

Adult Specialty within Corrections: Standards and guidelines of health care in corrections facilities, including emergency health care; principles and theories of human behavior, personality development, social interaction and criminal behavior.

Psychiatric Specialty: Principles and theories of human behavior, personality development and social interaction and development; techniques and procedures for diagnosing, evaluating, modifying and motivating human behavior; principles and techniques of group and individual therapy; principles and methods of community intervention; involuntary commitment laws and procedures.

Working knowledge of: Office equipment, including personal computers and software programs.

Skill to: Communicate effectively, both orally and in writing; assess and diagnose physical and/or mental health conditions; prescribe and administer medication within legally established formulary; diagnose, evaluate and implement a treatment plan and monitor the client's progress toward established goals; analyze and evaluate social, psychological and physical factors affecting clients and their families; treat clients and their families to enhance their social, psychological and physical functioning; prepare and deliver oral presentations to the public, community groups and other health care professionals; work cooperatively as a member of a professional health care team to diagnose and treat clients; keep accurate and timely records;

operate computer software and other office equipment; establish and maintain effective working relationships.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** None required.

#### **Licenses/Certifications:**

The following licensure/certifications are required at the time of hire.

- Licensed as a Registered Nurse by the State of Oregon
- Within the Psychiatric Specialty: designation as a "Qualified Mental Health Professional" as established by the State of Oregon Mental Health Division.
- Basic Life Support (BLS) certificate.

### **PRE-EMPLOYMENT REQUIREMENTS**

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Must pass a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

### **POST-EMPLOYMENT REQUIREMENTS**

Within thirty (30) days of hire, licensed as a Nurse Practitioner with prescriptive privileges in area of specialty by the State of Oregon.

Edited: 11/17