



CLASSIFICATION NO. 517

Established: 12/98

Revised: 12/07, 8/15, 7/19

FLSA: Exempt

EEO: 2

NURSE PRACTITIONER SUPERVISOR

CLASS CHARACTERISTICS

Under direction, to plan, organize, coordinate and supervise registered nurses, nurse practitioners, and nursing/clinical services within the County's Federally Qualified Health Centers (FQHC); and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Health Centers Division within the Department of Health, Housing and Human Services offers comprehensive health care services to residents of the County. Programs include integrated primary/behavioral/preventative health care and school based health centers, and public health services such as immunizations, prenatal care, family planning, nutrition education, emergency medical services, vital records, inspection/licensing of restaurants and monitoring communicable diseases.

The Nurse Practitioner Supervisor oversees the provision of nursing and/or clinical services within the County's FQHC's. It differs from the Nurse Practitioner which is not responsible for the supervision of staff.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Develops, supervises and oversees registered nurses, nurse practitioners, and nursing practices within Health Centers; assists in evaluating program needs and developing program services; develops and recommends policies, procedures, goals and priorities, coordinates services with other Division programs.
2. Supervises nursing and/or clinical services and operations; assigns case loads and reviews client progress; assists with difficult treatment issues; hires and supervises professional and paraprofessional staff to provide quality service to citizens and County staff; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments.
3. Conducts physical examinations and/or mental health assessments; interviews clients and families to obtain mental health and medical histories; perform, order and interpret diagnostic procedures and laboratory tests; develop and implement treatment plans; make referrals to other health care providers and social service agencies; provides consultation to other providers regarding a specific specialty.

4. Determines service program design, treatment methods, staff assignments and allocation of resources; ensures delivery of services conforms to standards, policies and legal guidelines; participates in clinic operations and quality improvement activities; evaluates and recommends improvements to health care services; works collaboratively with Health Centers leadership to develop policies and procedures related to the delivery of patient care; participates in continuing education and in-service training.
5. Prescribes and administers medications within legally established formulary; evaluate patient response to medication.
6. Documents client contacts; completes client evaluations, case summaries, chart notes, consultations, work plan activities, intake and termination papers, billing documentation and correspondence; educates clients regarding medication risks and benefits.
7. May assist in preparing program budgets and grant applications; compiles statistics and prepares reports on grants and program activities; monitors revenues and expenditures; responds to billing problems referred by clerical supervisor.
8. Participates in state and local organizations and task forces to promote and coordinate Health Center programs; serves as liaison with other County departments and divisions, government agencies and community groups; consults with health service providers, group homes, schools and community groups on health care issues; develops and presents education materials.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles, methods and procedures of advanced nursing as applied to health practice; medications and their standard clinical usages; causes, treatment, prevention and/or early detection of communicable diseases, chronic diseases, mental illness, handicapping conditions, and other disabling conditions; diagnostic techniques; available community resources; case management methods and techniques; rules, laws, regulations and ethics governing the medical management of patients; psychology, psychopathology and behavior modification, analysis and assessment; theories of normal and abnormal behavior; methods and techniques of individual and group counseling; community resources and referral sources; quality improvement tools and principles; techniques of supervision; participative management theories; State of Oregon Mental Health Division Administrative Rules, Federally Qualified Health Center guidelines, Children's Services Division regulations and client process monitoring systems; case management methods.

Working knowledge of: Preventive medicine and sanitation and infection control; community nursing programs, including continuity of patient care, school nursing services and home nursing care; techniques of teaching preventative health care; procedures involved in promoting good health and providing for health needs of clients; sociological, psychological and physical problems involved in public health nursing; community resources available for assistance in public health programs; principles and techniques of supervision; participative management theories; principles and practices of a team-based care delivery in a medical home model; office equipment, including personal computers and software programs.

Skill to: Oversee clinic nursing services under minimal supervision; evaluate effectiveness of services and staff and initiate improvements; direct staff in continuous efforts to improve quality, productivity and effectiveness; incorporate team participation in decision making; respond to

changes desired by citizens and County staff; establish and maintain effective relationships with public and private social and health agencies; persuade individuals and organizations to direct their efforts toward public health goals; analyze situations accurately and take effective action; prepare specialized education programs; communicate effectively, both orally and in writing; prepare clear and concise reports; apply social and psychological theories of behavior and personality to the treatment of difficult mental and emotional disorders and handicaps; assess and diagnose physical and/or mental health conditions; 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 public and private groups; direct, train, evaluate and discipline supervisory and professional staff providing public and mental health services; direct staff in continuous efforts to improve quality, productivity and effectiveness; prescribe and administer medication within legally established formulary; 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 effectively 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.

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: A minimum of four (4) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

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

- 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

With 60 days of hire, must be licensed as a Nurse Practitioner by the State of Oregon in accordance with Oregon Administrative Rule (OAR) 851-050-002 with prescriptive privileges in area of specialty.

Edited: 9/18