



MARIPOSA COUNTY

Human Resources · (209) 742-1379



RESOLUTION - ACTION REQUESTED 2018-475

MEETING: October 2, 2018
TO: The Board of Supervisors
FROM: Kimberly Williams, Human Resources Director
RE: Amendment to the Nurse Practitioner Job Description; Add Allocation

RECOMMENDATION AND JUSTIFICATION:

Effective October 1, 2018, approve amendments to the Nurse Practitioner job description; add one full-time Nurse Practitioner allocation to the Health and Human Services Department; set the monthly salary range at \$7,799.44-\$9,480.30; and assign the classification to the Mariposa County Managerial and Confidential Organization (MCMCO) as an overtime-exempt position.

The Nurse Practitioner classification was previously an extra-help position housed in the Health Department. With the recent consolidation of departments to make the new Health and Human Services Department, this classification will be responsible for performing specialized health care services in the newly consolidated department. Adding the position as a full-time allocation will support the County Health Officer by providing clinical services to clients in the community.

The recommended monthly salary range of \$7,799.44-\$9,480.30 is competitive not only with our comparable counties but also with the counties adjacent to Mariposa County, counties that are much larger in size and complexity. This position is considered a professional classification and assigning it to the MCMCO bargaining unit as an overtime-exempt position is the appropriate designation.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Nurse Practitioner was originally created as an Extra-Help Specialized Classification in April 1990. Throughout the years, the extra-help salary was amended from time to time.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve the recommended action as requested. The Health and Human Services Department will not be able to have a full-time Nurse Practitioner allocation added to support the department's goals.

FINANCIAL IMPACT:

Funding to support the full-time allocation has been included in the Health and Human Services Department's 2018/2019 fiscal year budget.

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ATTACHMENTS:

Nurse Practitioner (PDF)

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: Marshall Long, District III Supervisor

SECONDER: Merlin Jones, District II Supervisor

AYES: Smallcombe, Jones, Long, Cann, Menetrey

NURSE PRACTITIONER

DEFINITION

Under general direction, to provide specialized health care services in physical diagnosis, psychosocial assessment, and management of health and illness needs consistent with the expanded role of a registered nurse, including screening physical examinations of children and adults.

SUPERVISION RECEIVED AND EXERCISED

Reports to the Public Health Nursing Manager (Director of Public Health Nursing) and receives medical direction from the Psychiatrist (Behavioral Health Medical Director) and the County Health Officer.

May exercise supervision over lower level staff.

EXAMPLES OF ESSENTIAL FUNCTIONS

Depending upon assignment, the following duties may be included, but are not limited to, and are under the medical direction of a licensed physician:

Conducts, updates, and records clinical assessments and treatment plans of clients; identifies the health status of children and adults by taking thorough histories, performing a complete physical examination and initiating appropriate diagnostic and screening tests.

Evaluates medical complaints and performs appropriate physical examinations to determine the likely cause of the complaints.

Orders and interprets a variety of routine tests which may include blood counts, chemistry panels, lipid panels, liver function tests, medication levels, and electrocardiograms.

Provides direct and indirect clinical services to clients; initiates selected therapy for specific problems, utilizing standing orders signed by the Behavioral Health Medical Director or County Health Officer.

Assists clients with obtaining community-based outpatient primary care for acute or chronic, pre-existing or newly diagnosed medical conditions.

Provides psychiatric care to clients in consultation with the Behavioral Health Medical Director, which includes identifying medication needs and determining efficacy of the medication regimen.

Collaborates with the clinical team and consulting psychiatrist to develop the most appropriate, culturally responsive and effective psychotropic medication regimen; evaluates medical complaints and performs appropriate physical examinations to determine the likely cause of the complaints.

Arranges for hospital admission of patients and facilitates the referral of appropriate health facilities, agencies, and resources.

Provides health education to clients who are being examined; identifies community health resources and guides individuals in their use.

Assists in the implementation and maintenance of medical policies, procedures, and protocols within the individual programs as identified by medical management.

Works in conjunction with management to orient and train other staff providing services for the agency.

Other duties as directed by the Behavioral Health Medical Director, Director of Public Health Nursing, or County Health Officer and consistent with State B.R.N. guidelines.

EMPLOYMENT STANDARDS

Knowledge of:

Federal, State, and local laws and regulations governing behavioral health and public health.

Professional nursing principles, procedures, and techniques used in the care and treatment of patients.

Causes and means of transmission and methods of control of communicable diseases.

Child growth and development and procedures involved in promoting maternal and child health.

The proper approach to a screening physical examination.

Social, psychological, and physical factors of mental and emotional disorders.

Current medication management strategies and their application to both medical and behavioral health patients, including management of opioid and benzodiazepine dependence.

Laws and regulations relating to the practice of medicine and nursing in a behavioral health setting and/or public health agency.

Principles and practices of diagnosis and treatment of common medical problems.

Medical and social community resources available to patients.

Ability to:

Construct a complete medical history.

Perform a physical exam.

Identify problems and develop and implement treatment plans.

Evaluate patient's behavior.

Maintain accurate written charts and records of patient activities and progress.

Analyze situations accurately and take effective action.

Communicate with pharmacies, substance abuse treatment entities, primary care physicians, and other affiliated health providers.

Administer medications including psychotropic drugs; monitor and record patient's medication usage and results.

Educate patients and family members about mental health and medical conditions, preventative health measures, and medication/treatment plans.

Establish and maintain cooperative relationships with public and private, social, and health agencies.

Communicate effectively, orally and in writing, with patients, their families, facility and clinic staff, and others; prepare clear and concise communications, reports, and records.

Use professional judgment to determine and apply appropriate intervention techniques with patients in crisis.

TYPICAL WORKING CONDITIONS

Work is normally performed in an office environment with some field visits. Interaction with clients requires adaptability when confronted with emergency, critical, unusual, or potentially dangerous situations. Potential exposure to infectious diseases.

TYPICAL PHYSICAL REQUIREMENTS

Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties: lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio, visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS

Education:

Graduation from an accredited Nurse Practitioner Training Program and graduation from an accredited program of Registered Nursing.

Experience:

Experience utilizing the skills of the extended role of the RN including performance of physical exams and working under standard protocols of diagnosis and treatment is preferred.

Additional Requirements:

Possession of a valid and current Nurse Practitioners Certificate issued by the State of California and a valid and current Registered Nurse License issued by the State of California.

Possession of a valid CPR and first-aid certificate.

Possession of a valid California driver's license. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another State if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.