

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Nurse Practitioner</u>
Sch & Grade	<u>PAT-13</u>
Class Code	<u>BE06</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Group	<u>Nursing</u>

PRIMARY PURPOSE:

Performs specialized clinical health nursing services including progress and diagnostic determinations as well as patient evaluations as outlined in specific medical protocol.

SUPERVISION:

Performs medical duties with considerable independence within limits of established policies with professional guidance and supervision provided by the Director of Medical Services.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Implements, delivers, and evaluates specialized nursing services within assigned specialty.
2. Understands and follows orders and/or protocol established by the City/County physician and State Department of Health concerning responsibilities and procedures set for a nurse practitioner.
3. Performs a variety of specialized diagnostic and therapeutic procedures requiring advanced training and skills to include physical examinations, initiating screening and diagnostic procedures, and taking health histories.
4. Analyzes health status of patients through clinical evaluations and ensures that quality care is administered.
5. Reads and interprets a variety of medical information such as manuals, charts, instructions, and terminology.
6. Records and charts information including preparing reports regarding the health status of patients.
7. Prepares program reports as required.
8. Communicates with patients, parents and health department staff regarding medical information including diagnosis and plan care.
9. Utilizes a variety of medical equipment for screening and clinical use including ophthalmoscope, thermometer, blood pressure cuff, hemacue, tympanometer, audiometer, doppler vision tester, otoscope and other technical equipment.
10. Teaches or instructs other nursing staff members regarding specific area of expertise.
11. Travels to different locations, as required, for program activities such as clinics.

IMPORTANT FUNCTIONS:

1. Performs office administration tasks such as copying, filing, typing and computer data entry on an as needed basis.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Established assigned protocol for nurse practitioners; necessary equipment associated with screening and clinical use; accurate interpretations of medical reports; medical literature research processes.

Abilities

Record information for patient status charts; monitor patient's pulse, heartbeat, and blood pressure; utilize appropriate clinic equipment such as ophthalmoscope, thermometer, blood pressure cuff, hemacue, etc.; possess a strong attention to detail; read and interpret a variety of medical information; administer patient evaluations and screenings with the ability to diagnose and treat within established protocol; perform independently and exercise sound judgment; effectively apply negotiating and problem-solving techniques; follow oral and written instructions; deal effectively and sensitively with a variety of patients and parents from different cultures and economic backgrounds; communicate effectively both verbally and in writing; deal effectively and courteously with associates, patients, parents and the general public; present an overall professional image; prepare clear, accurate and comprehensive charts and reports; effectively welcome and embrace differences among employees and citizens; performs effectively as a member of the team in carrying out the City's stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Master's Degree in Nursing including or supplemented by successful completion of an approved nurse practitioner course of not less than three months' duration with six months' preceptorship in maternal, child, adult or family health care; **OR** two years of professional nursing experience in maternal, child or family health care; and graduation from an accredited four-year college or university with a Bachelor's Degree in Nursing from a program approved by the National League for Nursing, supplemented by successful completion of an approved nurse practitioner course of not less than three months' duration with six months' preceptorship in maternal, child, adult or family health care. (A Bachelor's Degree in Nursing which is not approved by the National League for Nursing requires an additional year of qualifying experience); **OR** three years of professional nursing experience in maternal, child or family health care; and completion of a nursing program at an accredited diploma school of nursing or completion of an Associate of Arts Degree program in an accredited school of nursing, supplemented by successful completion of an approved nurse practitioner course of not less than three months' duration with six months' preceptorship in maternal, child, adult or family health care.

Physical Requirements

Performs bending, kneeling, sorting, twisting, and reaching to both ground level and overhead; holds and grips objects; must be able to lift, carry, push, and pull up to approximately 30 pounds; must be able to distinguish colors due to dealing with body fluids and certain screening tests.

Working Environment

Primarily indoors with heating and cooling regulated in a health clinic and office environment; may be exposed to extreme weather conditions and temperatures when working at off-site clinics; subject to chemical hazards associated with cleaning supplies and antiseptics as well as safety hazards involved with working with needles and body fluids; possible exposure to disease due to contact with symptomatic and asymptomatic patients; subject to strong fumes and odors.

Licensing/Certification

Ability to obtain and maintain a license to practice as a Registered Professional Nurse as issued by the Missouri State Board of Nursing; ability to obtain and hold certification in the appropriate field of certified nurse practice from the official certifying body for nurse practitioners.

Miscellaneous Requirements

If operating a motor vehicle in the completion of job duties, must possess a valid Missouri Motor Vehicle Operator's license and provide proof of liability insurance.

Last Revision:	February 13, 2012	GENERAL ORDINANCE NO. 4294
Comments:	Updated Abilities	Date: June 29, 1992
I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.		
Signed: _____	Date: _____	