

Human Resources
POSITION DESCRIPTION (HR 120)

CLASSIFICATION: Nurse Practitioner

DEPARTMENT: CH&W - Health Services

WORKING TITLE: Nurse Practitioner – Per Diem

FLSA: Non-Exempt

INCUMBENT:

PURPOSE:

The purpose of Campus Health & Wellbeing is to help students achieve and maintain academic success and lifelong health and well-being by providing timely and appropriate primary and acute health care, disease and injury prevention education, professional mental health, outreach, educational services and campus consultations.

The role of this position is to plan and assume responsibility for providing health and clinical management of common chronic or urgent medical problems, injuries, and moderate psychosocial conditions and to provide triage assessment of the ill and injured patient. The nurse practitioner functions independently and in collaboration with the physicians according to established policies, protocols and standards of nursing practice.

DUTIES AND RESPONSIBILITIES:

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

ESSENTIAL JOB FUNCTIONS

Daily

90%

- Perform complete physical examinations, including obtaining detailed medical histories, and using applicable clinical techniques and diagnostic tools.
- Diagnose common acute and chronic illnesses and injuries and develop treatment plans based upon an evaluation of a patient's medical history, physical examination, and test results.
- Order, interpret, and evaluate common laboratory and other standard diagnostic tests and procedures.
- Establish and document the diagnosis and prognosis, implement a health care treatment plan, and accurately document the clinical course for each patient treated, including those referred for specialty care.
- Provide triage assessment of the ill and injured patient by obtaining episodic histories, vital signs, allergies and medication regimen; assist in the treatment and discharge plan.
- Maintain detailed medical records, with provisions for continuity of care for each case that are sufficiently complete for any physician and peer review group to evaluate the effectiveness of the patient care plan.
- Furnish medication to patients, provided the supervising physician has delegated the authority to do so and the incumbent possesses a valid furnishing number and certificate; if the incumbent's furnishing procedures also include furnishing specific controlled substances, the incumbent also must possess a valid DEA number and certificate.
- Instruct and counsel patients regarding medical problems, use of medications, and compliance with prescribed therapeutic regimens, family planning, mental health issues, preventive health care, and health maintenance.
- Perform procedures and minor surgeries such as, but not limited to, injections, immunizations, skin biopsies, suturing and wound care, minor orthopedic procedures, and incisions and drainage procedures according to protocol; this includes appropriate use of local anesthesia, including digital blocks.
- Perform therapeutic procedures in response to life threatening situations according to protocols.
- Collaborate and consult with physicians and other health care team professional on more complicated health problems and referrals.
- Maintain compliance with established university policies, procedures, and protocols for quality assurance and infection control.
- Keep current with developments in nurse practitioner and medical fields applicable to the population served within the Student Health Center.
- Maintain a safe and clean working environment in accordance with OSHA regulations.
- Work cooperatively with multidisciplinary team and staff.

OTHER JOB FUNCTIONS

As Needed

10%

- Actively participate in:
 - Established Health Services' meetings and committees as assigned;
 - Problem solving both for clinical and organizational issues within the clinic and organization;
 - Peer review process.
- Perform other job-related duties and special projects as assigned.
- Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Nursing.
- Two years of increasingly responsible experience as Advanced Practice Nurse in family practice or related field.

LICENSES, CERTIFICATES, DEGREES, CREDENTIALS: Possess (or ability to obtain by date of hire) and maintain the following:

- Certificate from an approved college or university-based Nurse Practitioner program.
- Valid and current California license as a Registered Nurse.
- Valid and current California Board of Registered Nursing (BRN) Nurse Practitioner certificate.
- Valid and current California Board of Registered Nursing (BRN) Nurse Practitioner Furnishing certificate.
- Valid and current Drug Enforcement Agency (DEA) certificate.
- Valid and current Advanced Practice Nurse National certification (ANA, ANCC, or AANP).
- Valid and current basic life support (or higher) cardiopulmonary resuscitation and automated external defibrillator (CPR/AED) certification for Healthcare Providers.

REQUIRED QUALIFICATIONS (SKAs):

- Demonstrated comprehensive knowledge and experience in advanced primary care principles, practices and procedures.
- Thorough knowledge of, and experience in, current medical theories, principles, and procedures applicable to the principles of advanced nursing practice in primary care.
- Thorough knowledge of subject areas and practices related to growth and development, pathophysiology, psychosocial assessment, pharmacology, nutrition, disease management and the principles of health maintenance.
- Thorough knowledge of state and federal laws and regulations pertaining to the practice as a nurse practitioner.
- Ability to work independently in assigned areas of practice established by physician and protocols.
- Ability to interpret laboratory, X-ray and other test results appropriate to licensure and to use that information to provide appropriate care of patients.
- Ability to elicit medical health histories, conduct physical examination through observation, inspection, auscultation, palpation and percussion and the use of appropriate medical instruments and devices.
- Establish and maintain effective professional working relationships with other Health Services' staff.
- Demonstrated ability to diagnose, assess severity, prescribe appropriate psychotropic drugs, and counsel patients with mental health problems.
- Demonstrated ability to engage and involve patients in decision making on treatment plans and prevention of illness and injury.
- Demonstrated cultural and interpersonal sensitivity and effective communication skills to be effective with a diverse patient population.
- Possess strong computer skills and the ability to accurately and expediently enter patient data into an electronic health record (EHR).
- Demonstrated ability to perform minor surgical procedures and administer medications.
- Ability to perform therapeutic procedures in life threatening situations.
- Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.

- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
- Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
- Thorough knowledge of English grammar, spelling and punctuation.
- Ability to interpret, communicate and apply policies and procedures.
- Demonstrated ability to maintain a high degree of confidentiality.
- Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.

PREFERRED QUALIFICATIONS:

- Master's Degree in Nursing.
- Experience in a college student Health Center.
- Experience in high volume ambulatory patient triage.
- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.
- Demonstrated ability to utilize diagnostics tools such as spirometer, ECG and audiogram.
- Demonstrated ability to administer immunizations and initiate intravenous lines.

SPECIAL CONDITIONS:

- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Must be able to successfully pass a pre-employment background/fingerprint check.
- This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).