

INGHAM COUNTY JOB DESCRIPTION

FAMILY NURSE PRACTITIONER

General Summary:

The Nurse Practitioner/Provider works independently under a collaborative agreement with the Medical Director of the Ingham County Health Department and receives administrative supervision from a clinical departmental manager. The function of the Family Nurse Practitioner/Provider is to provide primary health care services to individuals of all ages as a member of a health team assigned to the health center(s).

Essential Functions:

1. Delivers direct primary care to clients of all ages developing therapeutic plans of care for prevention, management and maintenance of optimum health for individuals.
2. Assess, diagnoses, treats, manages, evaluates and monitors acute and chronic illnesses, administers prevention services, prenatal/postnatal services, family planning and counsels psychologically challenged individuals.
3. Orders, performs, interprets, evaluates, and reviews diagnostic studies and procedures.
4. Prescribes and dispenses pharmaceuticals, evaluates outcomes and dictates changes in management levels of therapeutics.
5. Performs minor surgeries and procedures: Norplant, IUD insertion/removal and dermatology therapeutics.
6. Provides health education and counseling to those clients seeking family planning services promoting positive health behaviors and self care skills.
7. Makes referrals to health care professionals, specialists, other clinics and community agencies.
8. Maintains client records in a systematic format approved by the Health Department.
9. Serves as a consultant and collaborator to/with the health center team, clients and community professionals.
10. Participates as a preceptor and role model for Nurse Practitioner students.
11. May develop and supervise general operations of one or more satellite health center locations.

12. Assists/instructs other health care employees in the management of client care.
13. May be involved in interviewing and selection of health care employees.
14. May be assigned "on call" responsibility for Health Department clients/clinics.
15. Ensures that client records are kept confidential consistent with the Health Department policies and procedures and HIPAA standards. Monitors HIPAA compliance within the work environment.

Other Functions:

- Performs other duties as assigned
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications:

Education: Possession of a Master's Degree in Nursing and relevant Nurse Practitioner training/certification in the specialty area for the position held.

Experience: One year of Nurse Practitioner/Provider experience similar to the job responsibilities of a Nurse Practitioner/Provider within the Health Department.

Other Requirements:

Possession of a current license to practice as a registered nurse in the State of Michigan. Certification of a nurse practitioner in area of specialty by the ANA or NACOG and possession of a license issued by the State of Michigan as a Nurse Practitioner. Maintain re-certification every three years. CPR certification, CLIA training and may maintain HIV counselor certification.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)

Physical Requirements:

- Bends and stoops to examine patients.
- Bends and stoops to access office files to place and retrieve documents and to obtain medications and materials from cabinets.
- Ability to enter and retrieve data in a computer.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Working Conditions:

- Works in office and clinic conditions.
- Often works under very disruptive conditions that require clinical judgment to resolve.
- Exposure to communicable diseases, blood and other bodily fluids.

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