

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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Job Title:	Nurse Practitioner	Range:	68
Date Revised:		Date Approved:	

**PRIMARY PURPOSE**

This position is responsible for performing clinical and educational services in support of the overall operation of a college Health Services Center. Working independently and under general supervision, the Nurse Practitioner administers direct medical care, including diagnosis and treatment to patients, utilizing written procedures and protocols as guidelines.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Provides direct patient care in accordance with Standardized Policies and Procedures, and consistent with community standards and Health Services Center policies and procedures; assures timely patient care; maintains an understanding of the social and environmental context of health on the college campus.
2.	Takes appropriate health history according to presenting complaint and physical findings, including pertinent negatives; formulates appropriate medical and nursing assessment of patient problems; discriminates between normal and abnormal findings and determines when to collaborate or refer to physician and/or specialist for further evaluation and/or treatment; provides feedback and/or follow-up to patients in a timely manner.
3.	Formulates appropriate disposition and/or treatment plan, including ordering and interpreting diagnostic tests, implementing therapeutic treatment modalities (including medications), and providing appropriate patient instruction; determines the need for appropriate follow-up care and arranges for appropriate referrals of patients.
4.	Evaluates the total health care needs of patients and develops plans to meet those needs; provides counseling and support to patients as appropriate; integrates health education and instruction in health maintenance and disease prevention, including guidance in nutrition, risk factors, episodic illness, contraception and self-care; collaborates with other disciplines in planning, developing, gathering, implementing, and evaluating patient education materials.
5.	Works collaboratively and cooperatively with the health care team in the management of medical, psychological and urgent conditions; consults Medical Director and colleagues when appropriate; refers administrative inquiries, patient complaints and concerns to appropriate supervisor; participates in the Quality Assurance activities and in the development of standards, policies and protocols essential to the delivery of quality medical, nursing and preventative health care services.
6.	Legibly and accurately charts patient care, progress and current status; records content of all patient encounters within patient's medical records in the S-O-A-P format when appropriate; maintains up-to-date patient health history, including documentation of medication allergies; completes appropriate forms as needed; maintains professional standards of documentation.
7.	Trains and provides work direction and guidance to others as directed; serves as a resource person for other nursing staff in the enhancement of basic nursing practice.

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8.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner; maintains certifications and clinical competencies that are consistent with the focus of practice.
9.	Performs related duties as assigned.

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**OTHER FUNCTIONS**

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**WORKING RELATIONSHIPS**

The Nurse Practitioner maintains frequent contact with various departments, personnel, students, vendors and outside agencies.

The Nurse Practitioner works with the Health Center Director on issues of efficiency, patient flow, teamwork and patient satisfaction, and works in collaboration with the Medical Director on issues of professional practice and performance.

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**EDUCATION AND EXPERIENCE****Required Qualifications**

Possession of a valid and active California license as a Registered Nurse and BRN certificate to practice as a Nurse Practitioner in the area(s) of Family or Women's Health;

Possession of a valid BRN Furnishing number and certificate;

Current Certification in Basic Cardiac Life Support (BCLS) and use of Automatic External Defibrillator (AED);

Minimum of one year of work experience as a nurse practitioner in a health care setting with an adult population.

**Desirable Qualifications**

National Certification as a Family Nurse Practitioner;

Experience as a Nurse Practitioner in a college health center.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of District organization, operations, policies and objectives  
Comprehensive knowledge of advanced nursing care principles, methods and procedures  
Working knowledge of women's and men's health evaluation and treatment  
Working knowledge of medications, their actions, use, and side effects  
Working knowledge of Standardized Policies and Procedures and the California Nurse Practice Act  
Working knowledge of infection control procedures and sterile techniques  
Working knowledge of sanitation, personal hygiene and health and safety precautions applicable to work in a clinical setting  
Knowledge of emergency procedures  
Knowledge of patient rights and responsibilities, rules of confidentiality and patient privacy  
Knowledge of record keeping procedures  
Knowledge of applicable computer software applications  
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

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Ability to perform comprehensive physical assessment  
Ability to obtain comprehensive health history and psychosocial data  
Ability to interpret and evaluate diagnostic tests, and distinguish between normal and abnormal findings  
Ability to document and assess findings and establishing a therapeutic plan of action  
Ability to coordinate screening and follow-up of communicable diseases  
Ability to balance patient care needs and the efficient operation of the Health Services Center  
Ability to maintain a professional demeanor under pressure or in difficult situations  
Ability to interpret, apply and explain rules, regulations, policies and procedures  
Ability to analyze situations accurately and adopt an effective course of action  
Ability to plan, organize and prioritize work  
Ability to meet schedules and time lines  
Ability to work independently with little direction  
Ability to understand and follow oral and written directions  
Ability to communicate efficiently both orally and in writing  
Ability to supervise, train and provide work direction to others  
Ability to establish and maintain professional and effective working relationships with patients and health care personnel

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**SPECIAL REQUIREMENTS**

Valid California Driver's License

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**WORKING CONDITIONS**

Fast-paced outpatient clinic environment requiring ability to keep pace within appointment system and appropriate pace for walk-in patient load; subject to constant interruptions, frequent interaction with others, and unscheduled emergencies; subject to exposure to biological conditions which may be unhealthful or hazardous (such as bodily fluids, blood and blood products, communicable diseases, toxic or caustic chemicals, and sharp objects);

Requires ability to visually assess injuries and ability to hear and communicate orally in person and on the telephone for the purpose of gathering information, explaining procedures, or a variety of other matters to individuals with varying degrees of knowledge; requires ability to reach overhead, above the shoulders, and horizontally; requires lifting and assisting injured patients, pushing and pulling a wheelchair with an adult patient, standing, bending, kneeling, or crouching during medical examinations and emergency situations;

Requires repetitive use of upper extremities including hand coordination activities.

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