

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Physician Assistant/ Nurse Practitioner
ALLOCATION: Health & Human Services
FLSA STATUS: Exempt
UNION AFFILIATION: Non-Represented – Management

ESTABLISHED: May 2015
REVISED: February 2023

JOB SUMMARY:

Under general direction, plans, organizes, administers, directs, reviews, and evaluates the work and activities of the public health nursing division; serves in the capacity of the Director of Public Health Nursing pursuant to California Code of Regulations 17 CCR §1253; develops goals, objectives, standards of performance, policies and procedures to meet legal, organizational and public health nursing services; performs medical, behavioral, and social health assessments and examinations and provides care coordination and health management under the supervision of a licensed physician; promotes initiative to improve the health and well-being of the community; relieves the physician during emergency preparedness and response; and performs related duties as assigned.

CLASS CHARACTERISTICS:

This is a mid-management position that reports directly to Deputy Director of Health and Human Services and works closely with the Health Officer. This class is distinguished from the Deputy Director of Health and Human Services in that the latter has management oversight for multiple divisions. This class is further distinguished from the County Health Officer in that the latter serves as the County Health Officer in accordance with Sections 101030-101087 of the Health and Safety Code.

Although Family Nurse Practitioners and Physician Assistants differ in educational background, certification and licensure required, many of the duties and responsibilities are the same and interchangeable. Physician Assistants practice under the provision of the Physician Assistant Practice Act while Family Nurse Practitioners practice under the provisions of the Nursing Practice Act. Each must comply with all regulations promulgated thereunder.

EXAMPLES OF DUTIES:

Essential:

- Develop and implement short and long term goals, objectives, policies, procedures and work standards for the public health services; recommend changes to include the efficiency and effectiveness of the division;
- Assist Administrative/Finance Division in compiling and analyzing data for use in the preparation of the Public Health operational, rant, and supplemental budgets; oversee grant programs; ensure funding agency requirements are met and that appropriate financial and client records are maintained that reports are submitted timely; provide input into the division's budget and staffing requirements and institute and implement cost control measures.
- Develop and direct an ongoing staff education program, including orientation, continuing education through in-service techniques or attendance at seminars, workshops and conferences; provide for the upgrading of specific skills as appropriate.
- Develop, with coordination of community partners, a Community Health Assessment and implement a Community Health Improvement Plan to complete requirements for Public Health accreditation; represent the public health division on a variety of community health committees.
- Maintain standards of public health, including securing medical approval of public health practices; assure public health services are provided according to County, State, and departmental regulations; evaluate quality of care rendered by public health; ensure quality assurance studies are performed regularly; investigate irregularities and take appropriate remedial action.
- Plan, organize, administer, review and evaluate the work of staff; develop the nursing schedule; evaluate job performance; provide direction and coaching, through regular feedback sessions; create individual development plans with staff; discuss job performance problems to identify causes and issues, and work on resolving problems; oversee or provide for the selection, training, professional development and discipline of staff; recommend the appointment of personnel; develop and direct ongoing staff education provides, including orientation and continuing education.
- In collaboration with and under the general direction of a designated physician and in accordance with standardized procedures, take a complete and accurate medical, behavioral and/or social history and physical examination on individuals; assess client health by obtaining medical/health history, performing physical examinations, and initiating appropriate diagnostic and screening tests; evaluate findings, results and prescribe medical treatment.

- Assist in developing public health emergency response plans and develop operational procedures and protocols for County Public Health emergency management; respond to and assist in the coordination of emergency efforts by cities, state and federal agencies and other public jurisdictions, private entities and volunteer organizations during emergencies.
- Maintain current knowledge of procedures and laws that effect public health service activities and medical and behavioral health practices; evaluate their effect upon program activities and recommend appropriate policy and procedure modifications; train staff accordingly.
- Provide care coordination and health management, utilizing both physician resources and other community agencies.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Maintain accurate records of assessments, evaluations, treatment and follow-ups and administrative records and reports.
- Use standard office equipment, including a computer and peripherals in the course of the work.
- May be required to drive a motor vehicle.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles, practices, and methods of public health services in a diverse, rural community a variety of clinic and off-site settings.
- Administrative principles and practices, including strategic planning, goal setting, program development, implementation and evaluation, and the management of employees directly and through subordinate levels of supervision.
- Practices and techniques for developing and implementing an effective quality assurance program for public health services.
- Information and treatment techniques related to symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- Principles and practices of privacy and security of client protected health information and personally identifiable information.
- Applicable federal, state, and local laws, codes and regulations governing nursing including California Nurse Practice Act.
- Common medical and behavioral conditions and the procedures involved in treatment and diagnosis of these conditions.
- The uses and affects of medicine and narcotics.
- Physiology of diseases, disabling conditions, mental illness and addiction.
- Community and regulatory standards for the documentation of patient care.
- Environmental, sociological, psychological and physical conditions relevant to advanced practice nursing.
- Computer applications related to the work.
- Mandatory reporting responsibilities related to suspected abuse or neglect of children, dependent adults, and the elderly.
- Demographic, bio-statistical and data collection methods used in evaluating public health rules and regulations.

Skill in:

- Planning, administering, implementing, and evaluating public health programs.
- Ensuring the provision of appropriate medical services, following appropriate protocols.
- Planning, organizing, supervising, reviewing and evaluating the work of staff directly or through subordinate supervision.
- Providing for the training and professional development of staff.
- Identifying programmatic and operational problems, investigating and evaluating alternatives and implementing effective solutions.
- Motivating, developing, and directing people as they work, identifying the best people for the job.
- Serving as a technical expert in nursing services to other healthcare staff.
- Interpreting, applying and explaining laws, rules, policies, procedures and technical information.
- Taking complete and accurate physical and behavioral health assessments and examinations.
- Diagnosing common medical and behavioral health conditions.

- Competently performing the entire therapeutic, laboratory and screening procedures listed under typical duties.
- Analyzing and interpreting findings resulting from histories taken, assessments and tests ordered and/or conducted.
- Formulating appropriate treatment plans.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.
- Preparing clear and accurate procedures, policies, educational materials, reports, correspondence and other written materials.

Ability to:

- Exercise initiative, ingenuity and sound judgment to solve difficult fiscal and administrative problems.
- Work effectively within a large organization as a loyal team player and to support Yuba County's strategic priorities.
- Develop a professional prominence that promotes the importance of public health services and programs within the community.
- Communicate and work effectively with public health personnel, health professionals, representative of other agencies and the public.
- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Follow established protocols set up by physicians.
- Provide health counseling and guidance to patients.
- Safely administer medications.
- Work effectively with individuals to assist them in satisfactory resolution and/or management of medical, behavioral, and substance use disorders and conditions.
- Maintain accurate records and files.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment and/or clinic setting; use equipment standard to the medical field; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Work with infected individuals and tolerate exposure to communicable diseases.
- Lift, carry and push instruments, equipment and supplies weighing up to 50 pounds.
- Drive a personal motor vehicle in order to visit various work sites and/or attend meetings.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Work is performed in a typical office or clinical setting and in the field at various residential locations.
- May be required to work outside of normal business hours.
- Potential exposure to contagious pathogens or infectious diseases or hazardous substances and chemicals in the course of field duties, while wearing personal protective equipment.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.
- Nurse Practitioner – possession of a valid California license as a Registered Nurse and a certificate as a Nurse Practitioner issued by the California Board of Registered Nursing.
- Physician Assistant – possession of a valid certificate or letter of approval to practice as a Physician Assistant issued by the California Board of Medical Examiners, or any other license or approval that may be required by law to practice as a Physician Assistant.
- For assignments that include the ordering or furnishing of drugs, possession of, or ability to obtain within one year of appointment, a current Department of Drug Enforcement number to order Schedule II, III, IV, V drugs.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- Must satisfy the Continuing Education Unit (CEU) requirements of a Family Nurse Practitioner or Physician Assistant on a continuous basis.
- Work on call and respond to emergency situations during weekends, holidays and other off-hours shifts.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

Family Nurse Practitioner:

MINIMUM: Graduation from an approved school of Nursing and completion of a State approved Nurse Practitioner program that includes a clinical preceptorship.

PREFERRED: In addition to the minimum, some experience in an acute care hospital, primary care health clinic, physician's office, psychiatric facility or outpatient services which has included administrative and supervisory responsibilities.

Physician Assistant:

MINIMUM: Graduation from an accredited primary care Physician Assistant program that includes a clinical preceptorship and training in all of the duties listed so that proficiency can be demonstrated to the Board of Medical Quality Assurance, ad administrative agency within the state Department of Consumer Affairs.

PREFERRED: In addition to the minimum, some experience in an acute care hospital, a primary care health clinic, physician's office, psychiatric facility or psychiatric office/clinic which has included administrative and supervisory responsibilities.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Approval: Department Head
Date:

Human Resources Approval: Analyst
Date:

Signature: _____

Signature: _____

EEOC: A
WC: 9410

Established: May 2015
Revised: Feb 2023