

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Physician Assistant/Family Nurse Practitioner
ALLOCATION: Countywide
FLSA STATUS: Non-Exempt
UNION AFFILIATION: YCEA

ESTABLISHED: May 2015

JOB SUMMARY:

Under the supervision of a licensed physician, performs routine medical, behavioral, and social health assessments and examinations; diagnoses a wide variety of common chronic and acute conditions which may include medical, mental health, and psycho-social conditions; manages stable and reoccurring phases of illness; provides care coordination and health management; perform other duties to relieve the physician of routine health matters; and performs related duties as assigned.

This is a professional classification in the medical care series.

CLASS CHARACTERISTICS:

This position receives medical direction from a licensed physician and administrative direction from a Program Manager or Sheriff's Captain, depending on area of assignment. This class is distinguished from the County Health Officer in that the latter requires a Medical Doctor degree/license and provides overall medical direction and guidance for Public Health and its programs. Incumbents of this class provide health services under the supervision of a licensed physician, which may include the lock down County jail facility. Family Nurse Practitioners and Physician Assistant function within the scope of their license and certification, and perform under standardized procedures. This class is further distinguished from Registered Nurse and Public Health Nurse I/II/III in that the latter do not require a Nurse Practitioner certificate or a Physician Assistant certificate.

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:

- 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.
- Diagnose common medical, mental health and/or substance use disorders and conditions, treat conditions following established protocol; consult directly with physician in cases of unusual or severe findings; may diagnose mental health and substance use disorders.
- Evaluate findings and results and prescribe medical treatment, referring complex or emergent cases as appropriate.
- Plan a program of care; manage many levels and reoccurring phases of chronic and acute illness following established protocol.
- Observe and evaluate patient for medical, mental health and substance use disorders; identify behaviors and poor health practices, lack of adherence to treatments and factors that may affect the individual's health; recommend treatment and interventions in support of problem resolution and recovery.
- Identify patients experiencing medical emergencies, mental health crises and provide emergency treatment and referral; differentiate between patient who require immediate rather than deferred consultation with the consulting physician; facilitate appropriate referrals and arrangements for immediate or specialty attention if necessary.
- Perform sexual assault examinations following established protocol.
- Provide care coordination and health management, utilizing both physician resources and other community agencies.
- Provide counseling, guidance and health instruction to the individual pertaining to their physical and

mental health, including substance use disorder conditions as needed and guidance and instruction regarding diets, nutrition, social habits, normal growth and development, aging and understanding and managing their disease or condition.

- Alert the proper persons or agencies of potential community health programs of individuals who have been examined.
- Maintain accurate records of assessments, evaluations, treatment and follow-ups.
- Act as advisor to nursing staff regarding primary care.
- Participate in development of programs and administrative procedures.
- Keep abreast of current medical and behavioral health practices; complete sufficient continuing education courses to maintain certification as a Physician Assistant or as a Family Nurse Practitioner.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- 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:

- Methods, techniques and procedures used in health services.
- Medical and behavioral health terminology, procedures, equipment and facilities.
- Common medical and behavioral conditions and the procedures involved in treatment and diagnosis of these conditions.
- The uses and affects of medicine and narcotics.
- Various preventive and early diagnostic techniques.
- Basic laboratory procedures.
- 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.
- Federal, State and local laws and regulations governing nursing.
- Comprehensive physical, behavioral and social assessment methodologies to identify physical illness, mental illness, and the physical and mental symptoms associated with abuse, neglect and addiction.

Skill in:

- Taking complete and accurate physical and behavioral health assessments and examinations.
- Compiling complete and accurate medical, behavioral, and social histories of patients.
- Diagnosing common medical and behavioral health conditions.
- Competently performing all of the therapeutic, laboratory and screening procedures listed under typical duties.
- Observing and evaluating the patient's emotional conditions.
- Determining abnormalities in laboratory test reports.
- Analyzing and interpreting findings resulting from histories taken, assessments and tests ordered and/or conducted.
- Formulating appropriate treatment plans.
- Preparing and maintaining clear, concise and complete records, reports and charts.

Ability to:

- 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.
- Consult with physicians, nursing staff, other members of staff and other agencies.
- Differentiate medical and surgical problems that require immediate consultation with the physician rather than a deferred consultation.
- 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.
- Teach physical and behavioral health care techniques to individuals.
- Refer individuals as expediently as possible to appropriate resources.

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 III) 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; 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.
- Stamina to stand, sit and/or walk for extended periods.
- Occasionally lift, carry and push instruments, equipment and supplies weighing up to 25 pounds.

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

Work Environment:

- Work in a secured correctional facility or in a clinical setting.
- Potential exposure to contagious or infectious diseases or hazardous substances and chemicals.
- Work with exposure to potentially difficult or dangerous individuals.
- Work with exposure to individuals who may be hostile or place the incumbent in a potentially harmful situation.

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:

- Depending on the area of assignment, 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, some assignments may require a specialized certification.
- 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.
- Attend meetings outside of normal working hours.
- Work on call and respond to emergency situations during weekends, holidays and other off-hours shifts.
- 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.

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, Division of Allied Health Professions.

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.

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:

EEOC: B
WC: 9410

Human Resources Approval: Analyst
Date:

Signature: _____

Signature: _____