

**Carson City
Agenda Report**

Date Submitted: January 6, 2015

Agenda Date Requested: January 15, 2015

Time Requested: 10 minutes

To: Carson City Board of Supervisors

From: Health and Human Services (Nicki Aaker)

Subject Title: For Possible Action: Action to approve a full time Advanced Practice Registered Nurse (APRN) position at the Community Health Clinic in Douglas County replacing the existing part time APRN position. This position will be funded by the Inter-local Agreement between Douglas County and Carson City. *(Nicki Aaker)*

Staff Summary: The APRN position will have no financial impact to the General Fund. The salary and fringe benefits of the position will be an increase of approximately \$66,000. Funding sources for this position will be the Inter-local Agreement between Douglas County and Carson City. This position was approved by the Internal Financial Committee (IFC) on December 10, 2014, and is an unclassified position.

Type of Action Requested: (check one)

Resolution

Ordinance

Formal Action/Motion

Other (Specify)

Does This Action Require A Business Impact Statement: Yes No

Recommended Board Action: I move to approve a full time Advanced Practice Registered Nurse (APRN) position at the Community Health Clinic in Douglas County replacing the existing part time APRN position. This position will be funded by the Inter-local Agreement between Douglas County and Carson City.

Explanation for Recommended Board Action: Carson City Health and Human Services has an inter-local agreement to provide nursing services in Douglas County. It has been identified that there is a need for additional Nurse Practitioner hours to provide services in Douglas County. The additional hours are needed to expand the daily Nurse Practitioner hours in the clinic so symptomatic patients can be seen in a timelier manner, provide additional onsite day-to-day operations oversight, community outreach, and begin to plan for the expansion of services in the South Lake Tahoe area of Douglas County.

Applicable Statute, Code, Policy, Rule or Regulation: N/A

Fiscal Impact: No General Fund Impact

Explanation of Impact: N/A

Funding Source: N/A

Alternatives: Not to approve a full time Advanced Practice Registered Nurse (APRN) position at the Community Health Clinic in Douglas County replacing the existing part time APRN position to be funded by the Inter-local Agreement between Douglas County and Carson City.

Supporting Material: Job Description for Advanced Practice Registered Nurse

Prepared By: Nicki Aaker, MSN, MPH, RN

Reviewed By: Nicki Aaker Date: 1/6/15
(Department Head)

Nicholas Yamas Date: 1/6/15
(City Manager)

Joseph L. Wenzel Date: 1/6/15
(District Attorney)

Dan Paulson Date: 1/6/15
(Finance Director)

Board Action Taken:

Motion: _____ 1) _____ Aye/Nay _____

(Vote Recorded By)

Human Resources

Class Specifications



Class Title: Advanced Practice Nurse

Bargaining Unit: UNCLASSIFIED EMPLOYEES

Class Code: 00792

Salary: \$32.56 - \$45.59 Hourly
\$67,730.19 - \$94,823.06 Annually

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Description
<p>SUMMARY OF JOB PURPOSE</p> <p>Under the direction of the collaborating physician if a nurse practitioner, or a supervising physician if a physician assistant, and reports to the Clinical Services Division Manager, provides and manages direct health care for a specified patient population. Performs tasks involved in the reproductive care of adult and adolescent clients; prescribes and administers medical treatment; orders laboratory examinations and analyses; orders and evaluates diagnostic testing; counsels and instructs patients; maintains accurate electronic medical record, writes and administers prescriptions; reviews reports, records, and general progress of patients; instructs and educates trainees and/or staff; assists in public relations efforts for the department. Other responsibilities include participation in quality improvement/quality assurance programs to support Clinic Health Services care goals; medical oversight, consultation, and management of specialized health care programs for Health Services.</p>
<p>Example of Duties:</p>
<p>ESSENTIAL FUNCTIONS</p> <p><i>This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.</i></p> <p>Provides and manages direct patient care, including physical examinations, evaluations, assessments, diagnoses and treatment for a specified patient population.</p> <p>Prescribes pharmaceuticals, other medications, and treatment regimens as appropriate to assessed medical conditions.</p> <p>Follows established departmental policies, procedures, and objectives, continuous quality improvement objectives, and safety, environmental, and/or infection control standards.</p>

As appropriate to the position, participates in specified health promotion, education and/or prevention programs.

Documents all patient care notes and information related to medical concerns, problems and emergencies in the designated electronic medical record including diagnostic and therapeutic procedures, treatment outcomes, referrals and consultations.

Diagnose, manage, educate and counsel clients on a broad scope of personal health care issues.

Participate in training other staff on clinical and procedural topics and provide technical consultation to nursing staff.

Collaborate with health care team to assure smooth clinic flow.

May assist in preparation of grant applications.

Advocate for health promotion in the community through leadership activities and professional memberships.

Must maintain current protocols in compliance with Nevada Revised Statutes Chapter 632, Nurse Practice Act. Physician Assistants (PA) must provide medical care in accordance with approved medical protocols as allowed under the supervising physician's scope of practice and Nevada Revised Statutes.

Perform related duties as assigned.

Qualifications:**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE:

- ☞ Education and experience requirements include a bachelor's degree in the health sciences, public administration, social sciences or closely related field
- ☞ Minimum of two years supervisory experience, which includes budget monitoring, and interpretation of regulations, policies and directives related to health promotion.
- ☞ Oral communication skills sufficient to make presentations to various groups in the community;
- ☞ Writing skills sufficient to prepare reports, proposals, grant applications, recommendations and justifications.

LANGUAGE SKILLS:

Ability to read and interpret documents such as preparedness plans and reports, policy and procedure manuals, governmental regulations; write routine reports and correspondence; effectively present information; speak effectively before the public, staff and partners.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percentage.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardizations exist. Ability to interpret a variety of instructions furnished in written, oral diagram or schedule form.

OTHER KNOWLEDGE, SKILLS & ABILITIES:

Communicate effectively orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement programs in support of program goals.

- Prepare and maintain accurate and complete records and files.
Maintain confidentiality of project information and records.
- Implement and evaluate behavior change strategies.
- Motivate, manage, direct, coordinate and review the work of professional, technical and clerical personnel.
- Use of tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Knowledge of Federal Title X Guidelines.
- Legal and ethical standards for the delivery of medical care.
- Related accreditation and certification requirements for individual licensure and the facility.
- Knowledge of relevant drugs and non-pharmaceutical patient care aids.

Receives general direction from the Clinical Services Division Manager and the Collaborating Physician.

- The Nurse Practitioner exercises direct medical supervision over licensed nursing staff and volunteers.
- Precept duties may include registered nurse students and nurse practitioner and/or physician assistant students.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession of, or ability to obtain, a valid license to practice as a mid-level provider in the State of Nevada.
- Demonstrated ability to prescribe controlled substances by evidence of a current valid Federal Controlled Substances Registration Certificate.
- Public Health relies on office automation and web enabled tools, therefore, candidates must be proficient in computer use to perform functions.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hand, finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities

required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust.

WORKING ENVIRONMENT :

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office and field environment; travel from site to site; extensive public contact; exposure to computer screens; exposure to traffic conditions and external environment when traveling from one office to another.

SUPERVISION RECEIVED AND EXERCISED:

- Receives general direction from the Clinical Services Division Manager and the Collaborating Physician.
- The Nurse Practitioner exercises direct medical supervision over licensed nursing staff and volunteers.
- Precept duties may include registered nurse students and nurse practitioner and/or physician assistant students.

Supplemental Information:**CONDITIONS:**

All required licenses must be maintained in an active status without suspension or revocation throughout employment.

Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

Applicant acknowledges this position is grant funded until August 31, 2013, and continuous employment is based on the Carson City Health Department receiving continued financial support for the position or an equivalent position.