



CLASS SPECIFICATION FOR:

**Nurse Practitioner/Physician's Assistant**

**General Statement of Duties:**

Performs evaluations and assessments as well as other related duties, including prescribing medications, for the agency to which assigned; does other work as required.

**Distinguishing Features of Class:**

**If assigned to Human Resources** provide clinical services as a part of the employee health clinic. Services include physical examinations, medical treatment per protocol, special screenings and health education. Works independently while performing nurse practitioner duties within scope of practice, which includes performing history and physicals, ordering diagnostic tests and formulating a diagnosis with treatment plan. Consults with clinic director and/or medical director when faced with duties outside the scope of practice. Supervision may be exercised over assistants or temporary employees. **If assigned to MH/DS** provide care to individuals, families or populations who are at risk for developing or who have common, acute or chronic mental health problems, illnesses or crises using advanced clinical judgment and practice to assess, diagnose, plan, implement, intervene, manage and evaluate holistic plans of care – including treatment with psychotropic medications. Supervision may be exercised over assigned medical and support staff.

**Examples of Assigned Duties** (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

If assigned to perform employee health clinic services:

- Performs pre-placement and periodic physical examinations and testing based on age, history and assigned duties;
- Performs work-related and non work-related injury/illness assessments including obtaining illness/injury relevant history, performing physical examinations and diagnostic testing based on history and work duties;
- Formulates a diagnosis based on history, exam, and test results and develops and implements a treatment plan to include pharmacological, non-pharmacological interventions based on clinical expertise, approved protocols and employee's job functions;
- Notifies employee of abnormal laboratory, x-ray and physical exam findings;
- Obtains and reviews relevant medical and occupational history and other pertinent information to determine individual health qualifications for required work status;
- Provides effective individual health education during routine physical examinations, injury or illness treatment;
- Performs wellness physicals;
- Coordinates the Henrico County Substance Abuse Testing Program including scheduling dates for testing with Contractor well in advance, coordinating program activities with other clinic activities, notifying department contacts, contractor and EHS staff in a timely manner, and follow-up activities in accordance with program regulations;
- Provides initial assessment, basic emergency treatment and life support for medical emergencies until EMS assumes control;
- Develops and implements employee health promotion programs based on needs assessments which may include developing topics and writing articles for the County's newsletter produced by HR

If assigned to provide mental health services:

- Manages the psychiatric care, including prescribing psychotropic medications, for a case load of adults with mental illness and substance abuse disorders;
- Performs and documents a comprehensive psychiatric evaluation that includes evaluation of mental status, current and past history of violence, suicidal or self-harm behavior, substance use, level of functioning, health behaviors, trauma, social and developmental history;
- Identifies both typical and atypical presentations of psychiatric disorders and develops a diagnosis derived from the collection and synthesis of assessment data;
- Develops a treatment plan for mental health problems and psychiatric disorders to minimize the development of complications and promote function and quality of life using treatment modalities including but not limited to psychotherapy and psychopharmacology;
- Prescribes psychotropic and related medications based on clinical indicators of a patient's status, including results of diagnostic and lab tests as appropriate, to treat symptoms of psychiatric disorders and improve functional status;
- Provides training and supervision to staff working with individuals with a serious mental illness and substance use disorders and their families particularly related to areas of medication management;
- Enters into and adheres to a contractual agreement with licensed psychiatrist for supervision of prescribing authority;
- Assures implementation of policies and procedures determined by regulatory requirements of DBHDS, Medicaid, and HIPPA, as well as state and federal confidentiality requirements;
- Provides case consultation to nurses, case managers and clinicians;
- Develops and evaluates policies and procedures related to nursing practice and medication management.

**Classification Duties:**



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- Operates within the context of professional ethics;
- Makes appropriate referrals to other health care professionals and community resources;
- Collaborates with other staff members of the clinic to plan, develop and coordinate services provided;
- Participates in the implementation of departmental and individual quality assurance audit program including work site protocols and clinic procedures;
- Initiates professional review with collaborating physician as dictated by patient care needs and regulations;
- Assists in development and maintenance of departmental and work site protocols and clinic procedures;
- Documents patient assessment and treatment in a timely and appropriate manner;
- Writes and maintains required and related documentation and reports as necessary or required within all current regulations, standards and practices;
- Maintains all required current certifications and credentials;
- Performs related work as required.

**Required Knowledge, Skills and Abilities:**

May provide clinical services for employees; ability to accurately and correctly use all specialized onsite equipment required in the performance of assigned duties such as EKG, Titmus Vision Screener, Ophthalmoscope/Otoscope, Audiometer and Spirometer, venipuncture and suturing; ability to perform physical exams, make an accurate diagnosis and prescribe appropriate medical treatment. May provide services to psychiatric-mental health populations; broad knowledge of psychiatry and psychiatric nursing practice and standards; broad knowledge of community mental health and jail settings; broad knowledge of principles and methods of clinical supervision and DSM IV nomenclature; requires the ability to assess, diagnose, and treat individuals or families with psychiatric disorders, including the prescription of medication, and identification risk factors; requires extensive education in development, physical and mental health assessment, the diagnosis of mental health conditions, integration and implementation of care, psychopharmacology, psychotherapy, practice evaluation, consultation; diagnostic skills including skills in critical thinking, differential diagnosis, and the integration and interpretation of various forms of data. Requires ability basic life support for medical emergencies; ability to move very heavy weights such as an adult in medical distress; ability to effectively use a computer and peripheral devices as well as office equipment incidental to the job PC computer skills to include creating and maintaining electronic medical records; strong written and verbal communication skills; ability to develop and deliver training to a diverse audience of County employees or citizens; ability to act independently and make decisions in critical situations.

**Minimum Education and Experience:**

- Education: **Nurse Practitioner-** Master's degree from an accredited nurse practitioner program acceptable to the Virginia Joint Board of Nursing and Medicine, which grants licensure for nurse practitioners; or a Master's degree from an accredited nursing program with a post-graduate nurse practitioner certificate;
- Physician Assistant-** Master's degree from an accredited Physician Assistant Program;
- Experience: One (1) year of experience relevant to the assigned department, may prefer experience in an Occupational Health Primary Healthcare or acute care setting, may prefer experience in a relevant psychiatric setting;

**Additional Requirements:**

**NOTE:** Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

**NOTE:** All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Nurse Practitioner:
  - Must possess and maintain a current license as a Registered Nurse issued by the Commonwealth of Virginia.
  - Must possess and maintain a current applicable license as a Nurse Practitioner with prescriptive authority issued by the Commonwealth of Virginia.
- Physician Assistant:
  - Must possess and maintain a current license as a Physician Assistant with prescriptive authority issued by the Commonwealth of Virginia.
  - Must possess and maintain certification as a Physician Assistant (PA-C) by the National Commission on Certification of Physician Assistants
- Pre-placement than annual TB Screening and Pre-placement and periodic respiratory clearance.
- Must be able to regularly lift, carry and/or move in excess of 100 lbs as needed.
- Requires possession of a valid driver's license issued by the State of Virginia.