PHYSICIAN EXTENDER II (FAMILY NURSE PRACTITIONER/FNP)

GENERAL DESCRIPTION OF DUTIES

The Physician Extender II is a midlevel position of professional work providing primary health care in collaboration with a supervising physician. This includes making medical diagnosis and dispensing medical treatment. Prior to performing in this role, the nurse practitioner must be approved to practice medical acts by the North Carolina Board of Nursing and the North Carolina Medical Board. Approval and Practice parameters for nurse practitioners that shall be abided by are: the North Carolina Administrative Code 21 NCAC 32M .0101-.0116 of the North Carolina Medical Board and the North Carolina Board of Nursing 21 NCAC 36 .800-.814. A collaborative practice agreement between the physician extender II and the supervising physician will describe the role between the two entities including the practice guidelines, prescribing and dispensing medications, quality assurance procedure, and method of contact/communication. The nurse practitioner will be held accountable for the continuous and comprehensive management of a broad range of health services for which the nurse practitioner is educationally prepared and for which the competency has been maintained.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

This list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

93% Clinical

- Assessment of patients of all ages including prenatal patients, which includes reviewing and validating the nurse’s assessment and ensuring a thorough patient history and physical examination.
- Prescribing, performing, and reviewing the results of appropriate diagnostic and therapeutic procedures.
- Making appropriate diagnosis, treating and managing acute and chronic illnesses in a cost effective manner for the patient and facility.
- Reporting communicable diseases/infections to public health entities, i.e. CDC, NC State Dept of Health and Human Services.
- Promotion and maintenance of health and prevention of illness and disability in an age appropriate and culturally sensitive manner.
- Prescribing and in some cases dispensing medications and treatment.
- Providing health care in compliance with a patient’s insurance plan, including Medicaid and Medicare requirements, i.e. preauthorization of meds, procedures, referrals.
- Planning for situations beyond the nurse practitioner’s expertise.
- Consults with supervising physician and fellow health care providers.
- Refers to other health care providers as indicated.
- Continuous evaluation of health outcomes including evaluation of diagnostic testing, as well as reviewing referral consult notations and recommendations.
- Provides guidance and counseling for both individuals and families.
- Participates as an educational leader and consultant for agency staff,
community and students regarding public health issues.
• Functions as a member of the bioterrorism/preparedness team i.e. assessing and treating patients exposed to biohazards.
• Leads Prenatal centering classes

5%  TB Clinical Consultant
• Provides medical orders for TB suspects and cases including medications, x-rays, and lab testing.
• Reviews results of medical tests and adjusts treatment plans appropriately.
• Consults with TB nurse in drug management of TB and LTBI cases i.e. medication interactions and dosage adjustments.
• Consults with State TB Clinician when indicated for management of TB cases.
• Serves as resource for Local Physicians on management of TB suspects and cases.

MARGINAL FUNCTIONS
While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

2%
• Serves as team member during disease outbreaks (public health issues or bioterrorism)
• Serves as team member as indicated during disasters that require emergency shelters
• Shares 24 hours/day on call 7 days a week for health department patients and public health issues, on rotating basis with other providers at the health department. On call is defined as being available by phone/beeper.
• Other duties as directed by supervisor.

MINIMUM TRAINING AND EXPERIENCE
Graduation from a Physician Extender program approved by the Medical Examiners Board and approved to practice medical acts;
Graduation from a Nurse Practitioner program approved by the NC Joint Subcommittee. (Preferably one year of experience as an Extender.);
An equivalent combination of education and experience.

Additional Training/Experience Desired
Experience in pediatrics, women’s health and communicable disease
Public Health nursing experience.

SPECIAL REQUIREMENTS
• Certified by North Carolina Medical Board as Nurse Practitioner
• NC Board of Nursing Certified Registered Nurse
• Valid NC Driver’s license
• Reliable means of transportation
· Certified in basic CPR life support

PERFORMANCE APTITUDES

Data Utilization: Requires ability to review, classify, categorize, prioritize, and/or analyze data and or information. Includes the ability to perform subsequent actions in relation to this information and use discretion in determining data indications and interactions. Requires the ability to examine patients and detect abnormalities. Ability to interpret and maintain accurate records, code patient encounters, maintain patient confidentiality, complete all information necessary to evaluate and plan care and convey this to the physician.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations. Includes the ability to maintain credibility in the community, to deal tactfully and courteously with the general public and fellow employees and be culturally sensitive. Work involves considerable interaction with families, children and provider agencies. Requires the ability to plan, supervise, coordinate and evaluate staff and services. Requires the ability to present effective presentations to providers and community agencies.

Equipment, Machinery, Tools, and Materials Utilization: Requires a thorough knowledge of health appraisal tools, laboratory tests, material medica and findings and therapy procedures as they relate to the area of work. Requires the ability to use, operate and/or handle specialized instruments required in the nursing profession as well as standard office equipment. Examples include: blood pressure cuff, stethoscope, syringes, microscopes, biohazard containers, opthalmoscope, otoscope, fetoscope, doppler, scales, hearing tests, measuring tapes, other physical assessment tools, computer, telephone, copier, fax, TV and VCR.

Verbal Aptitude: Requires the ability to utilize a wide variety of descriptive data and information such as programmatic guidelines, Standing Orders, record documentation, client/family statements. Must possess knowledge of Nurse Practice Acts. Requires thorough knowledge of techniques of interviewing, medical and relevant history taking, principles and practices of general medicine and disease states as they relate to area of work.

Mathematical Aptitude: Requires ability to perform addition, subtraction, multiplication, and division to include calculating dosages, administering medications/injections, computation of growth and development, and completing required time and expense reports.

Functional Reasoning: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Must be highly organized, possess problem-solving skills, and able to work independently. Requires knowledge and ability to plan a regime of care based on assessment and findings.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable. Specifically, must be cognizant of signs of child abuse and neglect and appropriate intervention. Ability to teach and counsel individuals, families and groups in the areas of health maintenance, preventative medicine and care of the sick. Requires a thorough knowledge and ability to plan a regime of care based on assessment and findings. Requires knowledge of available resources and appropriate referral methods.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds) for such tasks as moving supplies, equipment, and children. Tasks may involve extended periods of time standing, stooping and stretching.
Manipulative Skills: Work may require extended periods of repetitive motions that include lifting, fingering, grasping, flipping, handling records, papers, and supplies for such tasks as using blood pressure cuff, stethoscope, syringes, biohazard containers, ophthalmoscope, otoscope, scales, measuring tapes, hearing kit and operating standard office equipment. Also includes ability to apply pressure with fingers and palm in performing such tasks as giving injections.

Sensory Requirements: Requires visual perception and discrimination for reading scales, blood pressure cuff, clinic machines, computer screen and medical records. Must be able to give immunizations and intradermal, intramuscular, subcutaneous injection, and interpret TB skin tests. Must be able to observe client and environment for problems. Administration of developmental tests requires visual accuracy. All tasks require oral and written communications ability.

Mental Skills: Shall be able to work with minimal supervision. Must be able to follow oral and written instructions and explain instructions to client.

Environmental Factors: Subject to inside environment, protected from weather, but not necessarily from temperature changes. Not substantially exposed to adverse environmental conditions (such as in typical office or administrative work). Also, may be exposed to cleaning chemicals at times such as inhalants and deodorizers). Potential for biohazard exists, especially from communicable disease. Must be able to assess situation and determine correct protective equipment. Shall follow established infection control and blood pathogen policy. Shall use extreme caution and follow written procedures when performing duties that could lead to patient injury or exposure. Will report and/or follow-up reports of unsafe work practices.

PERFORMANCE INDICATORS

The work performance of non-supervisory personnel of Duplin County is routinely evaluated according to the performance criteria outlined herein:

Knowledge of Work: Considerable knowledge of the methods, procedures and policies of Duplin County Health Department as pertains to the performance of the essential duties of this position. Considerable knowledge of principles and practices of organization and administration of the programs. Considerable knowledge of the practice and principles of public health nursing including community health diagnosis, preventive measures, community resources, general clinic and other standards of public health. Knowledge of state and federal guidelines for recommended and acceptable prenatal, child health, and adult health practices. Working knowledge of the laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of this position. Working knowledge of the organization of the department and of related departments and agencies. Clearly understands the occupational hazards and safety precautions required to perform the essential functions of the work. Working knowledge of terminology and related professional languages used within the department as pertains to work responsibilities. Ability to maintain cooperative and effective relationships with intra- and interdepartmental personnel as well as any external entities with whom position interacts.

Quality of Work: Maintains high standards of accuracy in performing duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains quality communication and interaction with intra- and interdepartmental personnel, and any external entities with whom position interacts.

Quality of Work: Performs described Essential Functions and related assignments efficiently and effectively in a manner to produce a quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completion of assigned functions. Completes assigned work within established deadlines in accordance with directives, policies, standards, and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides sufficient notice to upper management with respect to vacation
time and leave requests.

Initiative and Enthusiasm: Exhibits an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates appropriate and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identification of alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of effort. Seeks expert or experienced advice where appropriate, and researches issues, situations, and alternatives prior to exercising judgment.

Cooperation: Accepts supervisory and managerial instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences is justified, i.e., poor communication, variance with established policies and procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation both intra- and interdepartmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships both intra- and interdepartmentally and with external entities with whom position interacts. Tactfully and effectively handles requests, suggestions, and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion for work elements, and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards to include regulatory entities. Ensures such standards are not violated.

Employees’s Signature ____________________________________________________________________________

Supervisor’s Signature __________________________________________________________________________

Date ________________________________________________________________________________________

Date ________________________________________________________________________________________

Duplin County is an Equal Opportunity Employers. In compliance with Americans with Disabilities Act, Duplin County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.