



## Career Service Authority

### Nurse Practitioner

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#### **GENERAL STATEMENT OF CLASS DUTIES**

Provides professional nurse practitioner care which involves providing direct patient care in accordance with the statutory limitations established for nurse practitioners and may perform administrative support functions as required.

#### **DISTINGUISHING CHARACTERISTICS**

The Nurse Practitioner is distinguished from the Nurse Midwife which provides nurse-midwifery care (including primary care) to women and their families with a particular focus on antepartum, intrapartum, and postpartum period, care of the newborn, and the family planning and gynecological needs of women.

This class is distinguished from the Nursing Administrator which is responsible for the coordination and problem solving with the operations of all hospital services and community health services on a shift basis for the Department of Health and Hospitals. In addition, the Nurse Practitioner is distinguished from the Registered Nurse which utilizes the nursing process, provides entry-level progressing to independently performing professional nursing practice in a variety of health care settings.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

#### ***Level of Supervision Received and Quality Review:***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

#### ***Interpersonal Communications and Purpose:***

Contacts are of a non-prescribed nature involving the negotiation and resolution of problems and where exceptional degrees of discretion, judgment, and specialized knowledge are required in carrying out the programs and policies of an organization.

***Level of Supervision Exercised:***

By position, performs supervisory or lead work functions.

**ESSENTIAL DUTIES**

Performs direct patient care by examining, diagnosing, analyzing total patient health condition and developing short/long term patient care goals and treatment in accordance with the statutory limitations established for nurse practitioners in collaboration with a physician, psychiatrist and/ or established protocols.

Teaches and counsels individuals, families, groups and other health providers about health/illness and promotes health maintenance and prevention of disease.

Performs basic/advanced nursing procedures, such as but not limited to providing for cervicography or norplant patient care, or IUD insertion or removal.

Completes required documentation legibly, thoroughly and in a timely manner.

Monitors and evaluates medical condition of patient and in collaboration with physician and other disciplines and standards of care or applying appropriate protocols, make decisions regarding treatment changes. Arranges, orders, and evaluates patient's diagnostic and therapeutic services. Refers patient to specialized services as needed.

Orders and administers appropriate medications within the limits of the appropriate statutory limitations or refers patient to a caregiver in a specialty area.

Performs advanced professional nursing practice by collecting health problem information for special assigned patients such as substance abuse, OSHA, geriatrics, analyzes present patient care and the responses to the present care, and develops the patient care plan and treatment.

Participates as a preceptor for medical students, interns, nurse practitioners and physician assistants.

May be assigned to perform lead work and/or involvement in clinical coordination, health station management or responsibility for special projects which may encompass protocol development, management planning, scheduling and other administrative tasks as necessary to support practice environment.

May attend administrative staff meetings to present clinical concerns.

Maintains established departmental policies and procedures, quality improvement, safety, environmental and infection control standards.

May be required to perform the duties of a Clinic Coordinator.

Enhances professional growth and development through participation in educational program, receiving current literature, and attending in service meetings and workshops.

Performs other duties as assigned or requested.

Any one position may not include all of the duties listed.  
However, the allocation of positions will be determined by  
the amount of time spent in performing the essential duties  
listed above.

## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledge, & Skills:***

**Customer Service** - Works with customers to assess needs, provide assistance, resolve problems, satisfy expectations; knows products and services; is committed to providing quality products and services.

**Technical Competence** – Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise (for example, engineering, physical science, law, or accounting) and maintains credibility with others on technical matters.

**Integrity/Honesty** - Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

**Interpersonal Skills** - Shows understanding, courtesy, tact, empathy, concern; develops & maintains relationships; may deal with people who are difficult, hostile, distressed; relates well to people from varied backgrounds & situations; is sensitive to individual differences.

**Team Building** – Manages group processes, encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

**Managing Diverse Workforce** – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce and manages workforce diversity.

**Human Resources Management** – Empowers staff by sharing power and authority, develops lower levels of leadership, pushing authority down and out throughout the organization, shares rewards with staff, and ensures staff is properly selected, used, appraised, developed, and are treated fairly.

**Conflict Management** – Minimizes confrontations, disagreements, complaints, and grievances and resolves them in a constructive manner. Works with staff, higher-level managers, peers, administrative staff from other organizations, internal and external customers, and local stakeholder groups to generate areas of agreement and joint action.

**Planning and Evaluating** – Determines objectives and strategies, coordinates with other parts of the organization to accomplish goals, monitors and evaluates the progress and outcomes of operational plans, and anticipates potential threats or opportunities.

**Oral Communication** - Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

**Reading** - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

**Writing** - Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience.

**Decision Making** - Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

**Stress Tolerance** - Deals calmly and effectively with high stress situations (for example, tight deadlines, hostile individuals, emergency situations, dangerous situations).

**Flexibility** - Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.

**Physical Demands** (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Eye/Hand/Foot Coordination: Performing work through using two or more

Feeling: Perceiving attributes of objects by means of skin receptors.

Fingering: Picking, pinching or otherwise working with fingers

Handling: Seizing, holding, grasping or otherwise working with hand(s)

Hearing: Perceiving the nature of sounds by the ear

Lifting: Raising or lowering and object from one level

Reaching: Extending the hand(s) and arm(s) in any direction

Lifting: Raising or lowering an object 25-50 pounds.

***Working Environment:***

Exposed to infection from disease-bearing specimens

Exposed to infections and contagious disease.

Exposed to risk of blood borne diseases.

***Education Requirement:***

Graduation from an accredited school of nursing and successful completion of an approved nurse practitioner program.

***Experience Requirement:***

None

***Education/Experience Equivalency:***

None

***Licensure and/or Certification:***

Possession of a national certification as a nurse practitioner recognized by the Colorado State Board of Nursing and accredited by the National Certification Board of Nurse Parishioners,

OR

Possession of a permit at time of appointment, with permit to be used only until such time as decision on licensure is made.

## CLASS DETAIL

**FLSA CODE:** Exempt

**ESTABLISHED DATE:** 09/16/95

**ESTABLISHED BY:** Jean Canfield

**REVISED DATE:** 12/6/09

**REVISED BY:** Hameed Pousti

**CLASS HISTORY**  
09/95 — The class was originally created.  
12/6/09 — The spec was updated, Competencies were added and placed in to new format.