



## Cayuga County Department of Human Resources and Civil Service Commission

### JOB SPECIFICATION

Civil Service Title: **Nurse Practitioner**  
Jurisdictional Class: Competitive  
Civil Division: Cayuga County  
Adoption: CSM 5/8/96  
Revised: CSM 8/10/05, 8/16/06, 12/10/14

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#### **DISTINGUISHING FEATURES OF THE CLASS:**

Nurse Practitioners are registered professional nurses with preparation in a specialized educational program who provide health care to patients in an outpatient setting. A licensed physician is designated as the physician of record. The Nurse Practitioner works under the supervision of the physician and in accordance with written protocol. The work involves responsibility for providing health care, which consists of promotion and maintenance of health, prevention of illness and disability, basic care during acute and chronic phases of illness, guidance and counseling of individuals and families, and referral to other healthcare providers when appropriate. The Nurse Practitioner assesses the physical and psychological status of patients by means of interview, health history, physical examinations, and diagnostic tests. Contingent upon the medical protocol established between the Nurse Practitioner performing the services and the physician of record, the Nurse Practitioner may evaluate test findings, make assessments and initiate appropriate actions to facilitate the implementation of preventive and/or therapeutic plans consistent with the continuing health care needs of the patients. The incumbent does related work as required.

#### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Makes nursing assessments of actual or potential health problems by case finding, health teaching, health counseling and the like;  
Obtains detailed medical histories of patients to systematically collect data on patient background, physical and mental condition, medications or treatments, and other pertinent information;  
Performs routine and other physical examinations of patients and assists in assessment of the health status of the individual in compliance with federal and state regulations;  
Observes signs and symptoms associated with changes in their physical and emotional health;  
Discriminates between normal and abnormal findings and either collaborates with attending physician or Medical Director for appropriate treatment or makes referrals to appropriate services;  
In collaboration with the physician of record, orders routine and laboratory tests, such as CBC, blood chemistry, urinalysis, serology and so on;  
Reviews cases with the physician to discuss findings and to devise plans of patient care covering both medical and nursing aspects;  
Participates with the physician in the delineation of standard treatment regimens that will guide the Nurse Practitioner in the management of individual health programs;  
Documents all findings in the patient's medical record;  
Instructs, counsels, and guides patients, employees, and their families and others toward the achievement of optimum health;  
Ensures that quality routine health services are provided for patients;  
Interprets public health laws governing control of communicable diseases and enforces physician's exclusion and readmission policy concerning infectious or contagious diseases;  
Provides coverage for medical emergencies;  
Performs hearing and vision screening as needed;  
Acts as a resource person to staff and parents regarding health care;  
Performs nursing diagnosis and treatments of human responses toward actual or potential health problems through such services as case finding, health teaching, health counseling, and provision of care supportive to or restorative of life and well-being;

**TYPICAL WORK ACTIVITIES: (Illustrative Only) (Continued)**

Provides information to billing department relevant to activity for reimbursement of services;  
May develop and implement in-service training programs as needed for which the Nurse Practitioner is qualified;  
May instruct and counsel patients or clients and families regarding their medical condition;  
Acts as a resource person to staff regarding medical care;  
Prepares a variety of records and reports related to the work;  
Performs other related tasks as needed, or as assigned by the Department Head or other supervisor.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Thorough knowledge of nursing principles and techniques and their relation to medical practice;  
Thorough knowledge of the theory and practice of preventive and public health care inclusive of those skills required to develop and implement a plan of primary health care to meet patient needs;  
Thorough knowledge of normal and abnormal signs and symptoms relating to physical and emotional health;  
Thorough knowledge of nurse practitioner skills;  
Thorough knowledge of medications and drugs, common dosages and their physical and psychological effects;  
Skill in clinical nursing practices and techniques;  
Ability to understand and carry out technical oral and written instructions;  
Ability to perform physical examinations and to assess the physical condition of assigned patients;  
Ability to recognize signs and symptoms associated with changes in the physical and emotional health of patients and ability to respond appropriately;  
Ability to explain and interpret instructions of a technical and professional nature to patients, families, nursing staff, or other personnel;  
Ability to supervise the administration of therapeutic measures prescribed;  
Ability to deal empathetically with problems of patients;  
Ability to instruct personnel in the technique and practices of patient care.

**MINIMUM QUALIFICATIONS:**

- (A) Possession of a current license and registration to practice as a Registered Professional Nurse in New York State; AND
- (B) Possession of current certification by the New York State Education Department as a Psychiatric Nurse Practitioner; AND
- (C) Certification by a national certifying body that has established standards for Nurse Practitioners such as the American Academy of Nurse Practitioners or the American Nurse Credentialing Center. \*

\*If certified in an area other than Psychiatry, 5 years of experience in a psychiatric setting is required in addition to the qualifications listed above.

**SPECIAL REQUIREMENT(S):**

Possession of a valid New York State driver's license appropriate to vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the job.  
Candidate must be eligible and must maintain eligibility for full and unconditional participation in the Medicaid and Medicare programs. If candidate receives an appointment, the continued employment will depend on maintaining eligibility. Failure to do so may result in the termination of the appointment.