



GRAND TRAVERSE COUNTY, MI
NURSE PRACTITIONER/PHYSICIAN ASSISTANT JOB DESCRIPTION

Title:	Nurse Practitioner/Physician Assistant
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GENERAL SUMMARY

Primary function of the job is to assume an advanced role in providing health care services, carrying out the major responsibility for the individual’s health care needs under the direction of the Medical Director. Employees in this job have no formal supervisory role, however, may train, guide, or lead employees in the designated work unit. Employees work as part of a team and are responsible for ensuring that the team meets its objectives. Assignments may include: Adolescent Health Clinics or Reproductive Health/Family Planning.

Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. This position may require travel by the employee in the employee's own vehicle. Work may be at a Grand Traverse County Health Dept. site and may involve out of county travel.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Elicits and evaluates medical history prior to performing physical examinations.
- Performs complete physical examinations on specified individuals, documents results of physical examinations, and facilitates patient referrals and coordination of services when necessary and in collaboration with other health care professionals.
- Reviews laboratory testing and other pertinent medical information, and diagnoses and prescribes treatment for patient medical issues
- Counsels patients of all ages on appropriate health topics and risks.
- Coordinates activities for students and the public to promote health awareness and for disease prevention.
- Assists with researching, writing, and coordinating grants, including monitoring grant expenditures and preparing grant reports.
- Monitors and maintains appropriate levels of supplies and materials in support of unit operations and activities.
- Participates in lab maintenance activities, ensuring controls are calibrated and evaluated on a regular basis.
- Participates in and/or reports to a variety of meetings, committees, professional associations, Boards, and/or other related groups.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Masters of Science in Nursing or Physician Assistant (MSPA) degree or equivalent
- Two to four years of experience as a practitioner, including experience in area of assigned program

CERTIFICATIONS, LICENSES (minimum requirements)

- Certification as Nurse Practitioner in the specific area required by the assigned program; or Certification as Physician Assistant National Commission on Certification of Physician Assistants or equivalent.
- Licensure as Registered Nurse or Physician Assistant in the State of Michigan
- Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to



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drive as per the County's Vehicle policy.

CONDITIONS OF EMPLOYMENT (minimum qualification - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

DISTINGUISHING CHARACTERISTICS

Work involves the origination of models, concepts, theories that are new to the field, and where no prototype exists in the overall organization and few, if any guidelines exist. Leadership judgment, and risk management skills are needed to deal with largely undefined issues or to find solutions to unyielding problems. Errors at this level could lead to the loss of life or major harm or life impairment.

Compared to the Registered Nurse classification, requires additional education, training, and licensure to diagnose and prescribe medications.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May be required to reach with hands and arms; sit; stand; stoop, kneel, or crouch; talk and hear; smell; use hands to finger, handle, or feel.
- May be exposed to fumes or airborne particles, infectious diseases, and in isolated settings with minimal security.
- May occasionally be required to lift/move up to 50 pounds.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Extensive knowledge of public health practices and issues
- Thorough knowledge of nursing theory or public/community health theory and skills included in Public Health clinician practice.
- General knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Appropriately and effectively represent the County at a variety of community events and activities in support of positive public relations initiatives, and develop liaison relationships between the community and the County.
- Skill in researching and resolving problems in order to ensure compliance
- Ability to assess individual's health utilizing background information
- Ability to consistently demonstrate sound ethics and judgment



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- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to facilitate meetings effectively and efficiently
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently