

SHAWNEE COUNTY, KANSAS

Position Description

Intermittent Nurse

Practitioner (APRN)

Family Planning

Position Control Numbers: HAX015

FLSA Status: N

POSITION DESCRIPTION

Under limited supervision, this intermittent position provides advanced health care services in the area of family planning. Work includes conducting the physical examination with emphasis on reproductive health, obtaining medical, family and personal history, and diagnosing, treating and managing identified medical problems. Significant aspects of the work involve educating and counseling patients in proper reproductive system and general health care practices. Performs other duties as assigned. This position is supervised by the Clinical Services Division Manager.

Intermittent positions are allowed to work up to 988 hours per year and may be ended prior to that without cause at Management's discretion. Intermittent positions are not eligible for benefits.

WORK PERFORMED

- 55% Direct Patient Care.** Assesses patient needs including history and physical assessments. Assists in triaging any necessary care either by phone or walk in. Obtains lab specimens and completes lab forms as needed. Administers treatments and medications as indicated. Develops and assists with coordinating patient care based on medical and/or nursing assessments. Clinical performance and productivity goals are maintained or exceeded as appropriate
- 20% Documentation.** Maintains appropriate and complete medical records. Completes the required documentation for reimbursement and program accountability. Assists in keeping data and statistics in accordance with grant and governmental regulations.
- 10% Case Management.** With a multidisciplinary team, provides and/or arranges for interventions based on medical and/or nursing assessment and Health Department protocols. Assists in coordinating care with Health Department programs and available community resources.
- 10% Education.** Presents wellness intervention, disease prevention and/or family planning education materials to patients as needed.
- 5% Departmental Support.** Follows County Rules and Regulations and Agency policy. Participates in the Family Planning Advisory Committee.

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KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Primary health care theory and practices.
- Basic human physical and psychosocial needs.

Ability to:

- Exercise independent judgment and problem solving on an ongoing basis.
- Apply primary health care techniques to specific patient situations.
- Work independently in adverse situations.
- Lead or coordinate the services of a staff of health care professionals to provide comprehensive family planning services.
- Prepare and maintain records, charts and reports.
- Follow detailed written and oral directions.
- Work as a team member in providing health care services.
- Communicate effectively, both orally and in writing, using the English language.

PHYSICAL REQUIREMENTS

N-Never **O**-Occasional (1%-33%) **F**-Frequent (34%-66%) **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting			X		Driving		X		
Pushing/Pulling			X		Bending		X			High Elevation	X			
Climbing	X				Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting-30 lbs.		X			Around Moving Machinery	X			
ARMS					Carrying		X			Driving Automotive Equipment		X		
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting-30 lbs.		X			Twisting		X			Cramped Body Position	X			
Pushing/Pulling			X		Squatting		X			Sustained Positions	X			
Carrying			X		Turning		X			Noise Levels (Excessive)		X		
Throwing		X			LEGS/FEET					Electrical Hazards	X	X		
EYES					Walking			X		Slippery Surfaces		X		
Near Vision				X	Standing			X		Work Above Ground	X			
Far Vision				X	Sitting			X		Work Below Ground	X			
Color Vision			X		Carrying		X			Irregular Surfaces	X			
VOICE					Climbing		X			Moving Objects		X		
Talking			X		Jumping	X				In High Volume Traffic		X		
EARS					Turning			X		Exposure to Marked Changes in Temperature and Humidity				
Hearing			X		Lifting-30 lbs.		X					X		

EQUIPMENT USED

Personal Computer
Printer
Fax Machine

Telephone
Photocopier
Office Furniture

Office Equipment
Personal Protective Equipment
Medical Equipment

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MINIMUM QUALIFICATIONS

- License to practice as an Advanced Practice Registered Nurse in the State of Kansas.
- CPR Certification.
- Valid Driver's License and able to operate a County-owned vehicle (HR-2013-2).
- HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

- Required to pass a pre-employment drug screen.
- Required to lift up to thirty (30) pounds.
- If CPR Certification has lapsed, will be required to renew their Certification within 120 days of hire.
- Required to complete National Incident Management System (NIMS) 700 and Incident Command System (ICS) 100 within six (6) months of employment.

NOTE: Intermittent positions are allowed to work up to 988 hours per year and may be ended prior to that without cause at Management's discretion. Intermittent positions are not eligible for benefits.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name

Date

Administering Supervisor's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 08/19
Revision History: 11/25