

**City of Carson City
Agenda Report**

Date Submitted: May 24, 2012

Agenda Date Requested: June 7, 2012

Time Requested: Consent

To: Carson City Board of Supervisors

From: Health & Human Services Department (Marena Works)

Subject Title: For Possible Action: Action to approve funding a full-time and part-time Advanced Practice Nurse in lieu of contracting with Physicians Select Management which will result in a cost savings of approximately \$20,000.

Staff Summary: The funding for these positions is through our current Title X grant, which originates from the Office of Population Affairs (OPA) and clinic revenue which will be used to fund directly through City payroll, one full time and one part-time Advanced Practice Nurse (APN). Funding these positions would be instead of contracting with Physicians Select Management (PSM) to provide our APN staffing. This change will result in approximately \$20,000 of savings into these funds.

Type of Action Requested: (check one)
☐ Resolution ☐ Ordinance
☒ Formal Action/Motion ☐ Other (Specify) Information Only

Does This Action Require A Business Impact Statement: ☐ Yes ☒ No

Recommended Board Action: I move to approve funding a full-time and part-time Advanced Practice Nurse in lieu of contracting with Physicians Select Management which will result in a cost savings of approximately \$20,000.

Explanation for Recommended Board Action: Currently, through a contract, the City utilizes 1.5 FTE APN's. By hiring directly the APN employees, the realized savings will help to ensure Carson City Health and Human Services remains financially whole while providing nursing services on a sliding-fee scale. In the current economic environment, we are experiencing an increase in client's who are unable to pay for service.

Applicable Statute, Code, Policy, Rule or Regulation: N/A

Fiscal Impact: N/A

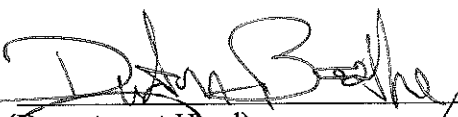
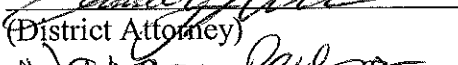
Explanation of Impact: N/A

Funding Source: Title X Federal Grant; Nursing Clinic Revenue

Alternatives:

Supporting Material: APN job description

Prepared By: Marena Works, MSN, MPH, APN

Reviewed By:		Date:	<u>5/24/12</u>
	(Department Head)	Date:	<u>5/28/12</u>
		Date:	<u>5/29/12</u>
	(City Manager)	Date:	<u>5/29/12</u>
		Date:	<u>5/29/12</u>
	(District Attorney)	Date:	<u>5/29/12</u>
			
	(Finance Director)		

Board Action Taken:

Motion:	_____	1)	_____	Aye/Nay
		2)	_____	_____

(Vote Recorded By)



JOB DESCRIPTION

JOB TITLE:	Advanced Practice Nurse / Physician Assistant	JOB CODE: 00000
DEPARTMENT:	Health & Human Services	FLSA STATUS: Unclassified
REPORTS TO:	Clinical Services Division Manager	UNC 36 \$36.1225-\$40.9390

SUMMARY OF JOB PURPOSE

Under the direction of the collaborating physician if a nurse practitioner, or a supervising physician if a physician assistant, and reports to the Clinical Services Division Manager, provides and manages direct health care for a specified patient population. Performs tasks involved in the reproductive care of adult and adolescent clients; prescribes and administers medical treatment; orders laboratory examinations and analyses; orders and evaluates diagnostic testing; counsels and instructs patients; maintains accurate electronic medical record, writes and administers prescriptions; reviews reports, records, and general progress of patients; instructs and educates trainees and/or staff; assists in public relations efforts for the department. Other responsibilities include participation in quality improvement/quality assurance programs to support Clinic Health Services care goals; medical oversight, consultation, and management of specialized health care programs for Health Services.

ESSENTIAL FUNCTIONS

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

Provides and manages direct patient care, including physical examinations, evaluations, assessments, diagnoses and treatment for a specified patient population.

Prescribes pharmaceuticals, other medications, and treatment regimens as appropriate to assessed medical conditions.

Follows established departmental policies, procedures, and objectives, continuous quality improvement objectives, and safety, environmental, and/or infection control standards.

As appropriate to the position, participates in specified health promotion, education and/or prevention programs.

Documents all patient care notes and information related to medical concerns, problems and emergencies in the designated electronic medical record including diagnostic and therapeutic procedures, treatment outcomes, referrals and consultations.

Diagnose, manage, educate and counsel clients on a broad scope of personal health care issues.

Participate in training other staff on clinical and procedural topics and provide technical consultation to nursing staff.

Collaborate with health care team to assure smooth clinic flow.

May assist in preparation of grant applications.



JOB DESCRIPTION

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Advocate for health promotion in the community through leadership activities and professional memberships.

Must maintain current protocols in compliance with Nevada Revised Statutes Chapter 632, Nurse Practice Act. Physician Assistants (PA) must provide medical care in accordance with approved medical protocols as allowed under the supervising physician's scope of practice and Nevada Revised Statutes.

Perform related duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

- Education and experience requirements include a bachelor's degree in the health sciences, public administration, social sciences or closely related field
- Minimum of two years supervisory experience, which includes budget monitoring, and interpretation of regulations, policies and directives related to health promotion.
- Oral communication skills sufficient to make presentations to various groups in the community;
- Writing skills sufficient to prepare reports, proposals, grant applications, recommendations and justifications.

Language skills:

Ability to read and interpret documents such as preparedness plans and reports, policy and procedure manuals, governmental regulations; write routine reports and correspondence; effectively present information; speak effectively before the public, staff and partners.

Mathematical skills:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percentage.

Reasoning ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardizations exist. Ability to interpret a variety of instructions furnished in written, oral diagram or schedule form.

Other knowledge, skills & abilities:

Communicate effectively orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement programs in support of program goals.

- Prepare and maintain accurate and complete records and files.
Maintain confidentiality of project information and records.
- Implement and evaluate behavior change strategies.



JOB DESCRIPTION

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- Motivate, manage, direct, coordinate and review the work of professional, technical and clerical personnel.
- Use of tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Knowledge of Federal Title X Guidelines.
- Legal and ethical standards for the delivery of medical care.
- Related accreditation and certification requirements for individual licensure and the facility.
- Knowledge of relevant drugs and non-pharmaceutical patient care aids.

SUPERVISION RECEIVED AND EXERCISED

- Receives general direction from the Clinical Services Division Manager and the Collaborating Physician.
- The Nurse Practitioner exercises direct medical supervision over licensed nursing staff and volunteers.
- Precept duties may include registered nurse students and nurse practitioner and/or physician assistant students.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession of, or ability to obtain, a valid license to practice as a mid-level provider in the State of Nevada.
- Demonstrated ability to prescribe controlled substances by evidence of a current valid Federal Controlled Substances Registration Certificate.
- Public Health relies on office automation and web enabled tools, therefore, candidates must be proficient in computer use to perform functions.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hand, finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust.

WORKING ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office and field environment; travel from site to site; extensive public contact; exposure to computer screens; exposure to traffic conditions and external environment when traveling from one office to another.



JOB DESCRIPTION

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CONDITIONS

All required licenses must be maintained in an active status without suspension or revocation throughout employment.

Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

Applicant acknowledges this position is grant funded until August 31, 2013, and continuous employment is based on the Carson City Health Department receiving continued financial support for the position or an equivalent position.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____