NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY 
THE HUMAN RESOURCES DIRECTOR

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 13  
Fiscal Year: 2015/2016  
Posted Date: 08/06/2015  
Reposted Date: 09/01/2015

AMEND THE FOLLOWING JOB SPECIFICATION(S): 
(Job specification(s) attached.)

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>1</td>
<td>2328</td>
<td>Nurse Practitioner</td>
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Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

For additional information regarding this proposed classification action, please contact Rich David, Senior Classification and Compensation Analyst, at (415) 557-4965 or by email at Rich.David@sfgov.org.


cc: All Employee Organizations  
All Departmental Personnel Officers  
DHR – Class and Comp Unit  
DHR – Client Services Unit  
DHR – Employee Relations Unit  
DHR – Recruitment and Assessment Unit  
DHR – Client Services Support Services  
Micki Callahan, DHR  
Michael Brown, CSC  
Sandra Eng, CSC  
Maria Newport, SFERS  
Risa Sandler, Controller/Budget Division  
Devin Macaulay, Controller/ Budget Division  
Theresa Kao, Controller/ Budget Division  
Drew Murrell, Controller/ Budget Division  
Alex Koskinen, Controller/ Budget Division  
E-File
INTRODUCTION

The Nurse Practitioner provides comprehensive team based patient centered care to patients in a clinical or hospital setting, both independently and in collaboration with provider colleagues and Supervising Physician. Responsibilities include management of acute and chronic conditions as well as routine health care maintenance. Under medical and nursing direction, performs specialized nursing duties in clinical setting; performs physical examinations; manages the care of patients within the field of specialization and under the direction of a physician; provides health education and counseling to these patients, and performs related duties as required.

DISTINGUISHING FEATURES

A Nurse Practitioner is distinguished from a 2320 Registered Nurse by the specialized nature of duties, the advanced degree, Nurse Practitioner board certification, and higher level of responsibilities. Nurse Practitioners assess, diagnose, and practice independently and collaboratively within the scope of standardized procedures, and the training required to perform the duties of the position. Employees in this class have completed training in a Nurse Practitioner program of an accredited School of Nursing in the areas of adult health, pediatrics, maternal care, family health, or other specialized field.

A Nurse Practitioner is distinguished from a 2323 Clinical Nurse Specialist in that the Nurse Practitioner's training and approach to patient care is broad in scope, while the Clinical Nurse Specialist's approach is more specific and in depth within the area of specialization.

SUPERVISION EXERCISED

May supervise or direct the work of medical staff and clinical auxiliary personnel according to hospital, health center, and/or clinic structure.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Provides routine preventative and continuity initial care to both adult and/or pediatric patients; this may include complete history and physical examinations, gynecologic examinations, the taking of medical histories, hearing and vision tests, injections, the fitting of diaphragms, and insertion of intra-uterine devices.
2. Orders diagnostic tests, which may include laboratory tests, X-rays and other imaging, E.K.G.'s, blood chemistries, and urinalyses and other disease or condition specific diagnostic tests.
3. Identifies and manages patients with unstable chronic diseases, appropriate to clinical specialty, including hypertension, diabetes, asthma, and heart disease and
4. Provides urgentacute care to acutely ill patients for related episodic disorders such as
asthmatic attacks and control of unstable diabetes.

54. Gives acute care planning for patients in an inpatient setting with influenza, urinary tract infections, gynecologic problems, or other uncomplicated illnesses.

6. Assesses and diagnoses, develops treatment plans, and furnishes medications.

75. Counsels and educates patients concerning chronic diseases, prenatal and child care, family planning, and other health problems, and collaborates with healthcare team.

86. Consults with physicians on the diagnosis and treatment of unstable and complex patient conditions specific cases.

97. Documents medical records pertinent information regarding medical histories, laboratory data and treatments undertaken on patients’ charts and other records, and adheres to patient privacy.

108. Participates in nursing and clinic staff meetings and conferences regarding patient care, and nursing methods and procedures as well as quality improvement/control activities.

9. May supervise and review the work of health workers and other clinical auxiliary workers assigned to assist in various diagnostic and recordkeeping procedures.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of Abilities, and Skills: Requires a thorough knowledge of the role and scope of practice of the Nurse Practitioner; epidemiology, anatomy, pathophysiology, psychology, growth and development, sociology, nutrition, pharmacology, health maintenance and promotion, screening, prevention and education; diagnosis and treatment of acute, chronic, and emergent illnesses, conditions or disease as appropriate to the clinical specialty; community resources and health care delivery systems, such as referral agencies for disease prevention; various communities, including cultural/ethnic, LGBT and gender non-conforming, and socioeconomically diverse the methods, procedures, and objectives of modern nursing, including an understanding of medical terminology and treatment regimes, especially as applied to the area of specialization.

Ability and Skill to: Perform various diagnostic evaluations, which include effective patient interviewing techniques, obtaining health histories, and performing assessments; determine health status by identifying specific problems; execute rational decisions about diagnostic procedures, tests, and treatment plans under both normal and stressful conditions; plan and direct a coordinated effort of quality patient care activities; develop and follow protocols; seek consultation and/or provide direction to other members of the health care team; counsel and provide health education to patients; participate in family counseling, and establish rapport with patients.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions)
Title: Nurse Practitioner  
Job Code: 2328

may apply to a particular position and will be stated on the exam/job announcement.

Education:
Possession of a Master's Degree or higher in Nursing from an accredited college or university. Training and Experience: Requires graduation from an accredited school of nursing and completion of a Nurse Practitioner program in the areas of adult health, pediatrics, maternal care, family health, or other specialized field.

License and Certification:
License: Requires possession of a valid license as a Registered Nurse issued by the California State Board of Registered Nursing (BRN). Examiners.

AND;
License: Requires possession of a valid California Nurse Practitioner (NP) license issued by the California Board of Registered Nursing (BRN).

AND;
License: California Nurse Practitioner Furnishing License issued by the California Board of Registered Nursing (BRN).

AND;
Possession of a national board certification (or eligibility) as a nurse practitioner issued by a national certifying body or organization recognized by Medicare.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES
TO: No normal lines of promotion

FROM: Original Entrance Examination

ORIGINATION DATE:

AMENDED DATE: 09/XX/2015

REASON FOR AMENDMENT To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.
Title: Nurse Practitioner
Job Code: 2328

BUSINESS UNIT(S): COMMN