NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: September 9, 2015

Re: Notice of Proposed Classification Actions –Final Notice No. 13 FY 15/16 (copy attached).

Pursuant to completion of discussion with SEIU regarding this classification action, the classification action contained in the above referenced notice became effective September 9, 2015.

Micki Callahan
Human Resources Director

by: Steve Ponder
Classification and Compensation Manager
Human Resources

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
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>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2328</td>
<td>Nurse Practitioner</td>
</tr>
</tbody>
</table>

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 Megan Siems, Senior Classification and Compensation Analyst, at (415) 557-4898 or by email at Megan.Siems@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.

DISTINGUISHING FEATURES
A Nurse Practitioner is distinguished from a 2320 Registered Nurse by 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.

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 care to adult and/or pediatric patients; this may include complete history and physical examinations.
2. Orders diagnostic tests, which may include laboratory tests, X-rays and other imaging, E.K.G.'s, and other disease or condition specific diagnostic tests.
3. Identifies and manages patients with unstable chronic diseases appropriate to clinical specialty.
4. Provides urgent care to acutely ill patients.
5. Acute care planning for patients in an inpatient setting.
6. Assesses and diagnosis, develops treatment plans, and furnishes medications.
7. Counsels and educates patients, and collaborates with healthcare team.
9. Documents medical records, and adheres to patient privacy.
10. Participates in staff meetings and conferences regarding patient care, as well as quality
improvement/control activities.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

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.

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) 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.

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

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;
Title: Nurse Practitioner  
Job Code: 2328

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: 09/09/2015

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.

BUSINESS UNIT(S): COMMN