Classification: Advanced Practice Registered Nurse I (B27)
Direct Supervisor: Director of Clinical Services
Medical Oversight: Medical Director/Health Authority
Competencies: Tier 2

Position Summary: This position performs highly advanced (senior level) clinical nursing work. Work involves assessing, planning, and providing comprehensive client care independently or in collaboration with other health care professionals. The Family Nurse Practitioner is also involved in health promotion activities for WCCHD clients and the community, working with clients of all ages. He/She promotes client advocacy through inter/intra agency collaboration, and utilizes nursing expertise in implementing policies and procedures to ensure a safe and productive work environment. He/She is expected to maintain an updated knowledge base on services provided at WCCHD, as well as other local community health resources. May plan, assign, and/or supervise the work of others. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

Essential Duties and Responsibilities: Pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned. Job descriptions list the specific tasks to be accomplished by the position the employee is filling at WCCHD. The WCCHD Employee Responsibilities are a set of general expectations for employees about how they should work with each other and the public we serve. Each employee must sign and acknowledge that they have been informed, understand, and agree to abide by these expectations. Violation of these responsibilities may lead to implementation of WCCHD’s disciplinary procedures.

Analytical/Assessment
- Obtains and records appropriate medical history and physical data on clients
- Interprets and integrates data to determine appropriate diagnostic and therapeutic plan utilizing principles of prevention
- Maintains and reviews client records, charts, assigned reports, and other pertinent information, utilizing paper records and/or current computer technology to document services rendered
- Participates in identification and interpretation of health/social needs in the community
- Implements and monitors a comprehensive medical case management service plan for clients and families, and serves as a resource for other case workers
- Participates in Peer-review and may audit medical records and client assessments to determine compliance with policies and procedures; correctness of assessment; and/or to evaluate plan of care and quality of service

Policy Development/Program Planning
- Orders appropriate laboratory and diagnostic procedures within the scope of services
- Follows Texas DSHS / DFPS reporting laws and when necessary, reporting abuse and neglect to appropriate authorities
- Follows infection control guidelines
- Follows approved Standing Delegation Orders and Standard Operating Guidelines for Tuberculosis Elimination, Immunizations, STD/HIV, Communicable Diseases, the Healthy Start program, and the Class D Pharmacy (as approved by the Medical Director/Health Authority)
- Complies with all agency policies and procedures concerning compliance including privacy of protected health information
Communication and Cultural Competency

- Interviews and advises clients regarding sexual health, vaccination status, communicable disease, chronic disease and health promotion
- Provides TB related services including screening, routine assessment, contact investigation and Direct Observed Therapy (as approved by the Medical Director/Health Authority)
- Instructs clients and family regarding medications and treatments
- Manages medical emergencies in a calm and efficient manner
- Consult with Communicable Disease Management Team, the consulting physician, local health authority, and regional staff as needed. Refers clients with health conditions outside of the scope of WCCHD services to their primary care provider or to other appropriate entity
- Refers patients with no regular primary care provider to program navigator who can assist client in obtaining health care services
- Provides outreach and health education to individuals, families and community on a routine basis

Community Dimensions of Practice

- Works cooperatively with WCCHD staff and other agencies for prevention, promotion, and education the community regarding health issues
- Identifies community resources and makes referrals to health care and related services
- Represents the agency on inter- and intra-agency work groups and task forces on local, regional, or state-wide level, as assigned

Financial Planning and Management

- Manages the clinical aspect of the WCCHD STD Program, working closely with the Director of Clinical Services to achieve preventive health services program goals (as approved by the Medical Director/Health Authority)
- Develops and provides in-service training and educational programs for agency staff and the community
- Participates in training and orientation of new nursing staff, volunteers, and students
- Serves in a project management capacity when assigned to promote clinical services
- Offers input related to clinical staff performance and provides technical assistance/training when applicable for clinical/support staff

Leadership and Systems Thinking

- Demonstrates ongoing professional growth through participation in relevant educational endeavors and appropriate associations
- Serves as a resource and subject matter expert on related public health topics
- Provides guidance for WCCHD staff implementing activities related to the DSHS Perinatal Hepatitis B program (as approved by the Medical Director/Health Authority)
- Demonstrates eClinicalworks proficiency; specifically in areas related to labs, diagnostic imaging, billing and coding, and creating and revising clinical templates
- Attends required meetings and in-services, and participates in committees as requested

Other

- May participate on a WCCHD committee or task force
- In the event of a public health emergency, employees may be called upon to support WCCHD’s response in ways that are outside the usual scope of their job responsibilities. This may involve working hours that are outside the employee’s usual work hours. Employees will not be required to perform duties that are outside of their competence or professional licensure.
Education, Licensure, Certifications, Experience

- Master of Science in Nursing required
- Nurse Practitioner certification required
- Certified Women’s Health Care Nurse Practitioner
- Minimum of 3 years of professional nursing experience, preferably in a clinic or community/public health setting, to include at 1 year as a Nurse Practitioner
- RN registered to practice in the state of Texas or a state that recognizes reciprocity through the Nurse Licensure Compact
- Public Health experience preferred
- CPR certified or willingness to obtain
- Valid Texas driver’s license and access to reliable transportation to all assigned work locations

Knowledge, Skills and Abilities: Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed without posing a direct threat to health or safety of themselves or others.

- Knowledge of public health services
- Knowledge of accepted current medical practice and standards
- Knowledge of organizational policies, regulations and procedures to administer patient care
- Knowledge of and ability to use medical equipment and instruments to administer client care
- Knowledge of and skill in applying and modifying the principles, methods and techniques advanced practice nursing to provide patient care
- Knowledge of current trends/changes in advanced practice nursing, and where relevant, translates these finding into clinical practice
- Skill in assimilating medical history and physical findings into a clinical assessment or diagnosis
- Skill in formulating a comprehensive treatment plan
- Skill in preparing and maintaining records (paper and electronic form, writing reports, and responding to correspondence
- Skill in recognizing, and accomplishing consultations or referrals for complicated cases beyond individual or facility scope of care
- Skill in developing and maintaining department quality assurance and quality control standards
- Skill in establishing and maintaining effective working relationships with clients, coworkers, and the public
- Skill in exercising initiative, listening, judgment, discretion, and decision-making to achieve preventive health services goals
- Skill in using a computer, including but not limited to Microsoft Office Professional
- Ability to communicate clearly verbally and in writing
- Ability to react calmly and effectively in emergency situations
- Ability to provide guidance/direction to support staff
- Ability to interpret, adapt and apply guidelines and procedures
- Ability to prioritize work assignments, work independently, and perform duties efficiently
- Ability to function as a member of a multidisciplinary team
- Ability to work in a collaborative manner
- Ability to establish goals and objectives, policies, and procedures that support a strategic plan
- Ability to prioritize activities and manage multiple responsibilities; time management
- Obtaining a relevant health history, including a comprehensive obstetric and gynecologic history, with emphasis on gender-based differences.
• Performing a complete, system, or symptom-directed physical examinations on women, including obstetric and gynecologic conditions/needs that include, pregnancy, benign and malignant gynecologic conditions, contraception, sexually transmitted infections, infertility, perimenopause/menopause/post-menopause and other gender-specific illnesses.
• Assessing, diagnosing, and treating for maternal and fetal well-being, high-risk pregnancies, depression, and pregnancy/postpartum complications.
• Assessing, diagnosing, and treating disease risk factors specific to women.
• Distinguishing female gender differences in presentation and progression of health problems and responses to pharmacological agents and other therapies.
• Assessing social and physical environmental health risks, including teratogens, that impact childbearing.
• Assessing for evidence of intimate partner violence, sexual abuse, and substance abuse.
• Assessing, diagnosing, and treating issues related to sexuality.
• Assessing parental behavior and skills and promotes smooth transition to role changes.
• Assessing, diagnosing, and treating selected reproductive health needs or problems in male partners, such as sexually transmitted infections, contraception, and infertility.
• Assessing genetic risks and refers, as needed, for testing and counseling.
• Collaborating with other health care providers for management or referral of high-risk pregnancies.
• Performing primary care procedures, including pap smears, microscopy, post-coital tests, intrauterine device (IUD) insertion, and endometrial biopsies.
• Providing management and education for women and men in need of family planning and fertility control.

Environmental Factors: Works mostly in a well-lighted, air-conditioned office. Will work in various WCCHD offices around the county and in a variety of community locations. Occasional work activities may be outdoors and, therefore, employee will be exposed to heat and cold. May have extensive contact with the public. May have contact with persons who may be infected with contagious diseases. Certain immunizations and/or TB skin test may be required. Tobacco/vapor-free workplace.

Direct Supervisor of: 0

Location and Hours: 211 Commerce Blvd., Round Rock, TX 78664; general hours 8:00 am – 5:00 pm, M- F. This position will be subject to travel between WCCHD offices within Williamson County on a rotating basis. Work may require occasional early morning, evening, weekend, and/or holiday hours. Extended hours may be required in the event of a public health emergency.

Job Performance Evaluation: The employee will be evaluated at least annually, but more often if warranted.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.