

## NURSE PRACTITIONER

142-C

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing medical services for a variety of Sullivan County Departments in collaboration with the Administrator/Facility Medical Director and/or supervising physician. The Nurse Practitioner exercises a certain degree of independent judgment, initiative and action. The Nurse Practitioner is designated as the medical authority in charge in the absence of the Administrator/Facility Medical Director and/or supervising physician. Work is subject to review by the Administrator/Facility Medical Director through conferences and individual progress reports. The Nurse Practitioner is ultimately responsible over all nursing services provided at their respective Sullivan County Department. Supervision is exercised over lower level professional, technical and paraprofessional staff. Does related work as required.

### TYPICAL WORK ACTIVITIES:

Attend to individual complaints and prescribe medications per guidelines set forth by the State Board of Medicine (and/or State Board of Nursing) following the formulary and approval of the Administrator/Facility Medical Director and/or supervising physician;

Report and provide care to individuals as mutually agreed upon with the Administrator/Facility Medical Director and/or supervising physician;

Collect data and perform history and physical exams;

Initiate laboratory/diagnostic studies deemed appropriate to manage individual care;

Follow up on abnormal examination findings, laboratory/radiological studies and record this information in the patient's chart. Communicate to the Administrator/Facility Medical Director and/or supervising physician for follow up as deemed necessary;

May collect specimens for and carry out commonly performed blood, urine and stool analysis;

Document individual encounters in progress notes, accurately and on a timely basis.

Documentation to be co-signed as required per specific state mandate;

Initiate emergency management for situations such as cardiac arrest, injuries, hemorrhage, burn treatment and other emergencies within the scope of the incumbent's practice and training;

May perform clinical procedures when indicated which may include but are not limited to:

venipuncture, care of minor lacerations, splinting, removal of sutures and foreign bodies (wood splinters, etc.) aseptic dressings, ear lavage techniques and any other procedure deemed appropriate by the Administrator/Facility Medical Director and/or supervising physician;

Consult with Administrator/Facility Medical Director and/or supervising physician for the purpose of sharing information or for additional guidelines in patient management;

Informs the Administrator/Facility Medical Director and/or supervising physician and Medical Unit Supervisor of any significant changes in individual's physical and/or mental status;

Refer individual whose present clinical complications that are outside the incumbent's scope of practice to the Administrator/Facility Medical Director and/or supervising physician;

Acts as a resource for crisis intervention, suicide prevention and preventative health maintenance strategies and other individual education endeavors;

Assists in Quality Assurance with the Administrator/Facility Medical Director and/or supervising physician and Medical Unit Supervisor;

May work with the County and its defense counsel in defending any claims or causes of action against the County;

Provides other professional services, such as review and formulation of policies and procedures, as requested by the Medical Unit Supervisor and the Administrator/Facility Medical Director and/or supervising physician;

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Encourages, participates and supports safety program components including development,

education, training and communications regarding mandatory OSHA trainings and

employee health and safety programs;

Performs other duties and responsibilities as assigned by the

Facility Medical Director and/or Facility Administration;

Attends staff meetings as directed by Facility Administration and/or supervising physician;

Effectively recommends employment actions including, but not limited to, hiring, counseling,

discipline, etc.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Comprehensive knowledge of health principles, practices and

techniques; thorough knowledge of physical examination and diagnosis procedures, prescribing

medication and providing treatment; knowledge of current developments in the field of health

services; ability to perform detailed medical examinations including histories; ability to

understand and carry out complex oral and written instruction; ability to instruct medical staff in

methods of medical treatment; ability to prepare oral and written reports; tact; dependability;

initiative; and confidentiality.

MINIMUM QUALIFICATIONS:

Licensure and current registration to practice as a Registered Professional Nurse in New York State; Nurse Practitioner Certification from New York State Department of Education; graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with a Master's degree or higher in nursing or a closely related field; and at least 1 year of experience as a Nurse Practitioner.

Special Requirements: Current CPR certificate

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Jurisdictional Class: Non-Competitive  
Public Hearing: Pending  
NYS Civil Service Commission Approval: Pending

Revised in Classplan: 5/62/2020  
Revised and Replaced in Classplan: 2/23/2023  
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