



Position Description

Position Title:	Family Nurse Practitioner		Position #:	900
Working Title:	Family Nurse Practitioner		CS Status:	Non-classified
Division or Unit:	Nursing		Reports to: Director of Nursing	
Employment Status:	Part-Time	Pay Grade:	PT10	FLSA Status: Exempt
Funding Source:	General Fund			
This position description was last approved by the Board of Health on:			February 22, 2021	

Position Summary:

This individual works under general supervision from the Director of Nursing, health commissioner or other administrative supervisor, develops, plans and coordinates complex or specialized direct public health nursing services and assists in planning, implementing and evaluating public health nursing program, oversees nursing division activities in designated areas, independently provides direct nursing care in clinics, provides advanced nursing care and treatment to patients, performs physical examinations, orders diagnostic tests, develops treatment plans and prescribes drugs or other therapies, functions as lead worker and represents agency in community and/or health improvement projects. All clinical services are overseen in collaboration with the Medical Director.

Essential Duties & Responsibilities:

- Prescribe medication dosages, routes, and frequencies based on patients' characteristics such as age and gender. Prescribe medications based on efficacy, safety, and cost as legally authorized. Counsel patients about drug regimens and possible side effects or interactions with other substances such as food supplements, over-the-counter (OTC) medications, and herbal remedies.
- Analyze and interpret patients' histories, symptoms, physical findings, or diagnostic information to develop appropriate diagnoses. Develop treatment plans based on scientific rationale, standards of care, and professional practice guidelines.
- Initiates and maintains a medical record containing documentation of consent, emergency contact, screening performed, test referrals and their results, and follow-up of medical problems. Ensures that documentation is organized so that the status of the client's medical care and any follow-up efforts by staff can be determined at any point in time.
- Educate patients about self-management of acute or chronic illnesses, tailoring instructions to patients' individual circumstances
- Demonstrates skill in the use of computer software such as word processing and database applications. Ability to collect and organize data sufficient to maintain accurate and complete records, and to prepare reports in accordance with state and federal guidelines. Submit reports in a timely manner
- May direct the activities of lower level nursing staff or clerical support staff.
- Provides and participates in professional education activities.



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Other Duties & Responsibilities:

- Meets all job safety requirements and all applicable OSHA safety standards that pertain to the essential functions of the position and all agency safety procedures.
- Remains informed of current developments and procedures pertinent to duties; may be required to attend seminars/training.
- Assists in planning and participating in community health crisis activities as needed.
- Maintains privacy and confidentiality in all services provided to clients.
- Demonstrates regular and predictable attendance.
- Maintains records and statistics of clinic activities.
- Accepts responsibility in epidemiological investigation of diseases and conditions, and proper reporting of same diseases and conditions when needed.
- Identifies health problems or conditions detrimental to health of individuals, groups or the community, and institutes measures to correct same.
- Demonstrates and teaches health maintenance and disease prevention to the individuals, family and groups. Interprets and utilizes community resources where applicable.
- Shares responsibility in maintaining supplies and equipment.

Minimum Qualifications:

- Completion of coursework required to achieve Ohio Registered Nurse.
- Master's Degree (MSN) or higher preferred; Must hold current Ohio Certified Nurse Practitioner License to care for all aged populations. Must complete mandated requirements of continuing education for CNP licensure. A minimum of one year of advanced practice nursing is preferred; completion of direct supervision hours for prescriptive authority is required.
- Must be familiar with the Electronic Health Record (EHR) medical charting system.
- Current CPR certification with renewal.
- Training in Emergency Preparedness to be completed upon hiring.
- Ohio Certified Nurse Practitioner (CNP) required.
- Valid Ohio driver's license required.

Competencies:

The following Council on Linkages Core Competencies (Adopted June 2014) for this position include:

- Analytical and Assessment Skills: 1C1, 1C2, 1C3, 1B4, 1C5, 1C6, 1C7, 1C8, 1C9, 1C10, 1C11, 1C12, 1B13, 1C14, 1C15
- Policy Development and Program Planning Skills: 2B2, 2B3, 2B4, 2B5, 2B6, 2B7, 2B8, 2B9, 2C10, 2C11, 2B11, 2C13, 2B13
- Communication Skills: 3B1, 3C2, 3B3, 3B4, 3B5, 3B6, 3B7
- Cultural Competency Skills: 4B1, 4B2, 4B3, 4B4, 4B5, 4B6, 4B7, 4B8
- Community Dimensions of Practice Skills: 5A1, 5A2, 5B3, 5B4, 5B5, 5B6, 5B7, 5B8, 5B10, 5B11
- Public Health Sciences Skills: 6B5, 6A5, 6B7, 6B9, 6A9



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- Financial Planning and Management Skills: 7A4, 7B5, 7A5, 7B8, 7A7, 7A9, 7A10, 7A11, 7B14, 7A13, 7A14
- Leadership and Systems Thinking Skills: 8B1, 8B4,

Canton City Public Health has adopted the following Organizational Competencies that all employees are expected to achieve:

- Customer Focus
- Accountability
- Equity, Ethics and Fairness
- Continuous Quality Improvement
- Occupational Health and Safety
- Emergency Preparedness

- Work Environment:**
- Canton City Public Health is a smoke free building; employees are prohibited from smoking anywhere on the property.
 - Mobility to access records, examine clients, greet public, visit client’s homes, and operate equipment is required.
 - Driving to visit other offices, client’s homes, and to present information to groups and agencies in various locations and settings.
 - Frequent telephone conversations, face to face discussions, and contract with others.
 - Potential exposure to blood borne pathogens and other infectious agents.
 - May be required to respond to public health emergencies.

Approval: This position description was approved by the Board of Health on: **02/22/2021**

Revision History: Dates of prior approved versions:

Employee Statement:

I hereby acknowledge that I have received a copy of this position description on this date.

Employee Signature

Date

Printed Name