



# Position Description

Canton City Public Health  
Final

<b>Position Title:</b>	Family Nurse Practitioner/Nursing Supervisor	<b>Position #:</b>	900
<b>Working Title:</b>	Family Nurse Practitioner	<b>CS Status:</b>	Classified
<b>Division or Unit:</b>	Nursing	<b>Reports to:</b>	Medical Director /Director of Nursing
<b>Employment Status:</b>	Full-time	<b>Pay Grade:</b>	R7
<b>Funding Source:</b>	General Fund	<b>FLSA Status:</b>	Exempt
<b>This position description was last approved by the Board of Health on:</b>		08/28/2017	

**Position Summary:** Under general supervision from higher-level public health nurse, health commissioner or other administrative supervisor, develops, plans and coordinates major public health nursing program or performs 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; Under the supervision of the Medical Director, 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.

**Essential Duties and Responsibilities:**

50% Prescribe medication dosages, routes, and frequencies based on patients' characteristics such as age and medical conditions. 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. 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

25% Oversee clinical services provided at Canton Public Health including but not limited to childhood and adult immunizations based on the Advisory Committee on Immunization Practices (ACIP), sexually transmitted infection testing and treatment based on the Centers for Disease Control and Prevention (CDC) Guidelines, tuberculosis testing, and HIV testing OR Oversee community based programs provided by Canton Public Health including but not limited to Bureau for Children with Medical Handicaps (BCMh), Early Head Start Outreach, jurisdictional territory follow-up, community education and health fairs, liaison with nursing programs, and Medicaid Administrative Claiming program.

- 5% Function in the capacity of full supervision in the absence of the director of nursing and directly supervise up to five professional staff (RNs) including the completion of performance evaluations timely.
- 10% Guides the investigation of infectious disease both naturally occurring and bioterrorist incidents. Enters case information into the Ohio Disease Reporting System (ODRS). Interprets and implements local, state and federal guidelines related to infectious disease control. Effectively prevents disease and promotes health with focus on population health, including but not limited to: community assessment, health risk assessment and disease control. Also uses infectious disease surveillance systems to identify significant disease trends and early detection of emerging infectious diseases.
- 10% Knowledge of writing, coordinating, overseeing and management of grant activities. Participates in required public health team emergency preparedness training and exercises.

**Other Duties and 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.
- 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.
- Maintains records and statistics of field activities and assists in same for the division.

**Minimum Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Medicine** — Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

**Psychology** — Knowledge of human behavior and performance; individual differences in ability,

personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**Education and Training** — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

**Preferred Qualifications:**

- Completion of coursework required to achieve Ohio Registered Nurse.
- Master's Degree (MSN) or higher; 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.
- Current CPR certification with renewal.
- Training in Emergency Preparedness to be completed upon hiring.

**Minimum Credentials:**

- Ohio Certified Nurse Practitioner (CNP) required.
- Valid Ohio Driver's License.

**Key Competencies:**

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

- Analytical/Assessment Skills (1B1, 1B2, 1B3, 1B4, 1B5, 1B6, 1B7, 1B8, 1B9, 1B10, 1B11, 1B12, 1B13, 1B14, 1B15)
- Policy Development/Program Planning Skills (2B1, 2B2, 2B3, 2B4, 2B5, 2B6, 2B7, 2B8, 2C9, 2C10, 2B11, 2C12, 2C13)
- Communication Skills (3C1, 3B2, 3B3, 3C4, 3B5, 3C6, 3B7, 3B8)
- Cultural Competency Skills (4B1, 4B2, 4B3, 4C4, 4C5, 4C6, 4B7, 4C8)
- Community Dimensions of Practice Skills (5B1, 5C2, 5B3, 5B4, 5B5, 5C6, 5B7, 5B8, 5C9, 5C10, 5B11)
- Public Health Sciences Skills (6B1, 6C2, 6B3, 6B4, 6B5, 6C6, 6C7, 6C8, 6C10)
- Financial Planning and Management Skills (7B1, 7B2, 7C3, 7B4, 7A5, 7B5, 7A6, 7B7, 7B9, 7B10, 7B11, 7B12, 7B13, 7B14, 7C15, 7C16)
- Leadership and Systems Thinking Skills (8B1, 8C2, 8B3, 8B4, 8C5, 8C6, 8B7, 8C8, 8C9, 8B10)

Canton City Health District has adopted Organizational Competencies that all employees are expected to achieve, of which the following are for this position:



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- Customer Focus: Tier 2 & 3
- Accountability: Tier 2 & 3
- Equity, Ethics and Fairness: Tier 2 & 3
- Continuous Quality Improvement: Tier 2 & 3
- Occupational Health and Safety: Tier 2 & 3
- Emergency Preparedness: Tier 2 & 3

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- CCHD 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.

**Approval:** This position description was approved by the Board of Health on: August 28, 2017

**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