CUNY CLASSIFIED CIVIL SERVICE

POSITION DESCRIPTION: Nurse Practitioner

CODE: 04851

DATE: JUNE 16, 2000

General Statement of Responsibilities

In collaboration with a physician of record, provides primary health care to the students and staff. In collaboration with a licensed physician and consistent with the college's written agreement with such physician, with considerable latitude for making independent decisions, performs physical examinations, diagnostic tests, and executes corrective therapeutic interventions and/or treatments. Provides guidance and counseling and basic care during acute and chronic phases of illness. Provides a high level of medical and health care through consultation with physicians and other health care professionals. Provides and coordinates the delivery of a broad range of health education seminars and health care services, e.g. health education fairs; seminars on topics for promotion and maintenance of health and prevention of illness and disability. Supervises the support staff including those performing health related duties. There are two assignment levels in this class of positions. All personnel perform related work.

Examples of Typical Tasks

Assignment Level I

Consistent with written practice agreements and protocols may include but not limited to:

Assesses the physical and psychosocial status of clients through interviews, health history, physical examinations and diagnostic tests.

Makes a diagnosis, and initiates appropriate action to facilitate the implementation of the therapeutic plan consistent with the continuing health care needs of the clients.

Uses the resources of the health care setting.

Coordinates disease prevention and health maintenance programs using available resources.

Coordinates and organizes programs such as health fairs to provide information regarding different
health issues and basic healthcare.

Coordinates communicable disease control program for a college, including immunization, TB testing, epidemiological follow-up, etc.

Refers clients to other health care providers and community resources, when appropriate.

Collaborates with other health disciplines to insure continuity of care.

Initiates and provides emergency care services in life threatening situations, including but not limited to First Aid and CPR.

Counsels and teaches clients as to the nature and course of illness or disability, medication regimen, test or treatment procedures, etc.

Provides psychological support to clients concerning health maintenance.

Assumes health care responsibilities and monitors the coordination and implementation of such care, within office hours.

Develops, adjusts and makes modifications, in consultation with the physician, in medically prescribed regimen. Prescribes and/or administers medicine whenever necessary.

Participates in formulation of procedures, policies, protocols, either self initiated or requested by the Director.

Develops effective relationships with people of diverse groups and backgrounds, at all levels, inside and outside the organization.

Participates in team planning for the provision of total required services.

Participates in select studies or research that contribute to health care.

Assists in providing education and training for other nursing staff.

May supervise subordinate staff.

**Assignment Level II**

In addition to performing the duties described at Assignment Level I, serves as the Director of the College Health Center, Health Services or Wellness Center responsible for planning, formulating and implementing appropriate policies and procedures.
Administers and directs Health and/or Wellness Center ensuring compliance with University standards in the provision of primary and acute care, health and wellness education and early detection and prevention services for all students.

Is responsible for overseeing the day to day operation of the Health Center facility including staffing, budget, record keeping and safety issues.

Is responsible for the Risk Management and Quality control.

Directs the various programs of the Center e.g. immunization operation, emergency medical response plans and activities.

Develops medical care plan within defined protocols.

Collaborates with College faculty and administrators to include health education as part of the curriculum when possible.

Develops and maintains affiliations with area hospitals, HMO's, and local clinics to provide a resource and referral base for services not available on campus.

Supervises and/or directs the support staff and other full and part-time professionals engaged in providing health care or other health related duties.

Maintains liaison with College administrators regarding Health Center issues.

Attends meetings and prepares reports as necessary.

**Qualification Requirements**

Candidates must possess current New York State Education Department Certification to practice as a Nurse Practitioner including authorization to issue prescriptions pursuant to Section 6902 (3) (b) of the State Education Law and one (1) year of clinical experience as a Nurse Practitioner.

For Assignment to Level II in addition to the above candidates must have two (2) additional years of experience. One additional year of clinical experience as a Nurse Practitioner and one additional year of supervisory or administrative experience in a Health Center or Clinic.

**NOTE:** The collaborating physician chosen by the college must have a current and valid collaborating agreement with the College.

If the College chooses to enter into such an agreement with a collaborating physician already working with the selected candidate, the candidate must provide the following and, the college must enter in a written agreement with the physician:
(1). Written proof of the collaborating physician's insurance coverage for collaborating the candidate.

(2). Written proof that the collaborating physician meets all legal requirements for collaboration as defined in Education Law Sec. 6902

If the college elects to use an existing collaborating physician, the selected candidate, in order to be appointed, must indicate in writing his/her willingness to work with the college's chosen physician.

In order to make appointments in this title, THE APPOINTING COLLEGE MUST HAVE AN ESTABLISHED BUSINESS RELATIONSHIP WITH A COLLABORATING PHYSICIAN.

IN ALL CASES THE PHYSICIAN MUST MEET ALL LEGAL REQUIREMENTS FOR SUPERVISION AS DEFINED IN EDUCATION LAW SEC. 6902.

IN THE EVENT THAT THE PHYSICIAN IS RETAINED ON CONTRACT, THE COLLEGE MUST OBTAIN A WRITTEN PROOF OF THE COLLABORATING PHYSICIAN'S INSURANCE COVERAGE FOR COLLABORATION OF THE CANDIDATE.

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