

Portsmouth City Health Department
An Equal Opportunity Employer
Job Description

Job Title: Family Nurse Practitioner
Employee Name: Tiffany Wolfe, NP
Department: Health
Division: Nursing
Created: April 16, 2015

Civil Service Status: N/A
Employment Status: Part Time
FLSA Status: Non-Exempt
Reports To: Director of Nursing
Reviewed: February 6, 2019

**Position
Summary:**

Under the direction of the Director of Nursing, provides care to patients in the Health Department Clinic. The Nurse Practitioner works under a collaborative agreement with Health Department's Medical Director. The incumbent provides primary health care services to patients age three years and older in the Health Department Clinic by performing all aspects of clinical and nursing care, as needed, within the scope of services offered in the Clinic. Works with the Director of Nursing to identify trends and issues that affect public health. Maintains client/patient records. Carries out job duties in a manner that supports the mission, vision and values of the Portsmouth City Health Department.

**Essential
Duties:**

(100%) Delivers direct primary care to clients ages three (3) and up: developing therapeutic plans of care for prevention, management and maintenance of optimum health for individuals. Assesses, diagnoses, treats, manages, evaluates and monitors acute and chronic illnesses in accordance with established standards of care. Orders, performs, interprets, evaluates, and reviews diagnostic studies and procedures. Prescribes and dispenses pharmaceuticals, evaluates outcomes and dictates changes in management levels of therapeutics. Performs minor surgeries and procedures such as Nexplanon insertion and removal, freezes genital warts, and basic dermatology therapeutics. Provides health education and counseling to those clients seeking Reproductive Health planning; diagnosis and treatment of sexually transmitted diseases; disease management and primary care of patients who are HIV positive and/or have AIDS; and basic primary care services. Promotes positive health behaviors and self-care skills in education and counseling provided. Makes referrals to health care professionals, specialists, other clinics and community agencies. Reviews results of laboratory and other diagnostic tests and orders appropriate medical interventions. Delivers care in accordance with established standards of care.

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Other Duties & Responsibilities

Serves as a consultant and collaborator with the Portsmouth City Health Department clinical care team, clients and community professionals. Represents the department on various committees and community activities related to the promotion of health and the prevention of disease throughout the city/county, as assigned. Maintains client records in a systematic format approved by the Director of Nursing. During a public health emergency, may be required to report for specialized assigned duties or perform emergency response roles, inside or outside the city of Portsmouth. Participates in training, workshops, etc. to keep abreast of current issues/trends related to his/her job duties. This list is not all inclusive.

Minimum Qualifications:

Must possess a current licensure and certification to practice as a Certified Nurse Practitioner in the State of Ohio and have certification in specialty by the ANA or NACOG, current CPR certification and a minimum of two years experience as a Nurse Practitioner.

Organizational Competencies:

All Portsmouth City Health Department (PCHD) employees are expected to ensure that the Portsmouth community is protected from disease and other public health threats and to empower others to live healthier, safer lives. In addition, all PCHD employees are expected to meet specified competencies in the following areas:

Excellence: Strive to implement evidence-based best practices and perform monitoring to continually improve our program outcomes.

Customer Service: Treat our many, diverse customers with thoughtful listening and respect.

Trustworthiness: Value and promote honesty, openness, and sincerity in our interactions with one another, our community peers, and the public we serve.

Leadership: Strive to be recognized in our community and throughout the region for our effective approach to public health.

Accountability: Act with integrity and transparency in management of public funds and in carrying out public health programs.

Team Work: Develop and nurture key partnerships internally and in the community, to accomplish our mission and vision.

Communications: Recognize that excellent communication is a critical component to reaching our goals and accomplishing our mission.

Learning: Committed to contributing to the Learning culture by being proactive in self-development.

Manager / Supervisor

1. N/A

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Competencies:

Job Specific Competencies based on the Core Competencies for Public Health Professionals:

1. **Analytical / Assessment Skills:** (1B1, 1B2, 1B3, 1B4, 1B5, 1C8, 1C9, 1C10, 1C11, 1C12, 1C13).
2. **Policy Development / Program Planning Skills:** (2B1, 2B2, 2B3, 2A4, 2B5, 2C6, 2C7, 2C8, 2C10).
3. **Communication Skills:** (3C1, 3C2, 3B3, 3AB, 3B5, 3C6, 3C7).
4. **Cultural Competency Skills:** (4C1, 4C2, 4C3, 4B4, 4B6).
5. **Community Dimensions of Practice Skills:** (5B1, 5B3, 5B4, 5C5, 5A6, 5B7, 5B8, 5A9, 5B10).
6. **Public Health sciences Skills:** (6A1, 6C2, 6B3, 6C4, 6A5, 6B6, 6B7, 6A8).
7. **Financial Planning and Management Skills:** (7B1, 7A2, 7C3, 7A4, 7B5, 7C9, 7A9, 7B13).
8. **Leadership and Systems Thinking Skills:** (8C1, 8B2, 8B3, 8B4, 8B5, 8A6, 8A7, 8A8).

Employee is presented with the list of competencies from the Council on Linkages between academia and Public Health.

Professional Competencies:

1. **Analytical thinker:** Demonstrates consistency and accuracy in the identification of issues regarding public issues regarding injury and/or violence prevention.
2. **Technology proficient:** Utilizes appropriate methods and technology to collect, store, manage, and interpret data.
3. **Relationship developer:** Demonstrates collaboration among all stakeholders to ensure program success. Builds successful relationships with clients.

Work Environment:

General medical setting. Must be able to assume a wide range of responsibilities, to work with staff and general public that vary in their work styles and personalities. To work under pressure. Willingness to work irregular/extra hours, evenings, and weekends. Provide timely response to requests and deadlines. Receive, process, and provide visual, verbal and written information.

Safety:

PCHD promotes a safe work environment. Employees must follow all safety policies and procedures to ensure an accident-free workplace.

Job Performance Evaluation:

The employee will be evaluated at least annually, but more often if performance warrants it.



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This position description in no manner states or implies that these are the only duties or responsibilities to be performed by the position incumbent. My (employee) signature below indicates that I have reviewed my position description and that I understand the contents of the description.

Employee Signature

Date

Supervisor Signature

Date

Human Resource

Date