CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 722.7

Job Title: **NURSE PRACTITIONER**

Pay Grade: 26

GENERAL SUMMARY:

Provides preventive medical care and treatment to patients in facilities, such as clinics and health centers, under written standing orders from a physician.

RESPONSIBILITES:

- Obtains and records a detailed medical history of each patient including, but not limited to, the patient's chief complaint, his/her present condition, the patient's individual history, and his/her family history.
- Performs complete physical examinations of each patient reasonably necessary to evaluate various primary care conditions and identify the need for any referrals.
- Analyzes reports and/or findings of tests and personal examinations to assess the condition of the patient, including diagnosing his/her illness and formulating a prognosis.
- Communicates with patients and other health care staff to manage patient care.
- Refers the patient to other physicians, including specialists and other health care providers, when and if needed.
- Prescribes medication or treatment plans for the patient's condition.
- Performs clinical procedures as are consistent with training.
- Keeps and maintains appropriate records relating to all professional services rendered.
- Uses electronic medical records systems.
- Demonstrates integrity, care and compassion when working with patients, families, and staff.
- Assists the nursing staff with teaching demonstrations; interprets proposed patient instructions.
- Performs program implementation, management, and supervisory responsibilities, including responsibility for clinical services, home visiting, community-based and population-focused programs.

SPECIFICATIONS:

KNOWLEDGE:
Requires a Master's degree in Advanced Practice Nursing (or completion of an advanced educational program of study appropriate for practice in an Advanced Nursing specialty) recognized by the Board of Nursing Examiner.

EXPERIENCE:
One year of experience in general health nursing is required.

LICENSE / CERTIFICATION:
Must be licensed to practice as a Registered Nurse and an Advanced Practice Nurse in the State of Texas.

SPECIFICATIONS: (continued)

COMPLEXITY:
Work is non-standardized, complex, and varied, and requires interpretation of technical and detailed guidelines, policies and procedures in combination. Advanced analytic ability is needed to gather and interpret data where answers can be found only after detailed analysis of many facts.

IMPACT OF ACTIONS:
Errors in work could lead to major costs and problems and could significantly affect short-term results of the City. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

SUPERVISION EXERCISED:

Direct Supervision:
May have direct report employees

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation, e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:
Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors, and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation, e.g., lower-level problem resolutions, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:
The position is physically comfortable, the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:
There are routine exposures to significant levels of heat, cold, moisture and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature, such as cuts, bruises, and minor burns.

PHYSICAL SKILL:
Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within very fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:
All duties and responsibilities may not be listed in the above job description.

JOB FAMILY:
Nurse Practitioner
Public Health Nursing Chief

Effective: October 1990
Revised: March 2022
Revised: March 2023