



CLASS SPECIFICATION

Class Code: 60019079
Date Established: 10/2021
Last Reviewed:
Last Revised:
Last Title Change:
FLSA: Exempt
Probation: 12 months

NURSE PRACTITIONER SUPERVISOR

DEFINITION

Under administrative direction, supervises Advanced Practice Registered Nurses and other professional and paraprofessional staff; develops, implements, and oversees clinical nursing programs; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A master's degree from an accredited college or university in nursing AND five years full-time nurse practitioner experience to include two years of public health nursing experience; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at time of appointment.

A current license to practice as a Registered Nurse and Nurse Practitioner in the State of Nevada is required at the time of appointment. Must maintain current licensures as a condition of employment.

CPR certification is required at the time of appointment. Must maintain current certification as a condition of employment.

SUPERVISION EXERCISED

Exercises direct supervision over professional, paraprofessional and support staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Supervise assigned professional and paraprofessional staff, including interviewing and selecting staff; providing staff training in proper work methods and techniques; assigning and reviewing work; conducting performance evaluations; implementing discipline and conflict resolution procedures when necessary.

Provide clinical oversight of the Advanced Registered Practice Nurse (APRN) positions; works with APRNs to address issues related to patient care and operational practices.

Serve as the acting medical director for clinic operations; serve as the subject matter expert on complex patient cases and approve medical formulary.

Serve as the lab supervisor, ensuring staff are thoroughly trained to perform microscopy and wet mount procedures; conduct staff's practical experience evaluations as required by the Clinical Laboratory Improvement Amendments (CLIA) and Nevada Division of Public and Behavioral Health.

Provide program oversight of assigned areas to include monitoring program outcomes, developing recommendations and implementing program improvements.

Develop policies and procedures related to APRN professional practice and development, clinic operations, and public health programs.

Perform any and all of the Examples of Duties found in the Advanced Practice Registered Nurse job class specification.

Develop and administer budget for assigned program areas; write grant applications and provide recommendations for new funding sources, maintain required reporting and record documentation, continuously identify and pursue grant opportunities to maintain program funding.

Collaborate with internal and external stakeholders to expand the reach of assigned program areas; represent the department on various committees and boards; address any questions related to assigned program areas.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/divisional policies and procedures.

Organizational structure of Washoe County as it relates to programs and functions of assigned area(s).

Federal, state and county regulations pertinent to program and reporting requirements.

Budget development and administration.

Principles and practices of grant application process and administration.

Ability to:

Plan, develop, monitor and implement clinical and public health programs.

Evaluate operations and programs, including work processes and procedures, to determine their effectiveness and efficiency and implement changes as necessary to make improvements within assigned program areas.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, and other evaluation procedures.)*

Knowledge of:

Advanced nursing/medical practices, techniques, and methodologies.

Comprehensive patient care practices, review, and management.

Complex and routine diagnostic and treatment plans used in practicing primary care medicine.

Federal, state, and local guidelines which govern public health services.

Pharmacology, dose calculations and medication administration.

Principles and practices of public health and clinical programs.

Principles and practices of management and supervision.

Principles and practices of program management.

Ability to:

Select, supervise and evaluate the performance of assigned staff.

Train staff on laboratory procedures and applicable federal, state, and local guidelines pertaining to public health services.

Manage complex patient cases and provide in depth clinical guidance.

Comprehensively perform Nurse Practitioner services; conduct medical assessments using various diagnostics measures, evaluate findings, and make appropriate recommendations, including medication treatment plans.

Interpret and apply protocols, regulations, procedures and policies.

Write grant applications, various summaries, reports, and findings.

Communicate clearly and concisely, both orally and in writing, tailoring the message to the intended audience.

Exercise appropriate discretion and maintain confidentiality of information.

Establish, foster, and maintain effective and collaborative working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS (*Essential duties require the following physical skills and work environment.*)

Ability to sit for extended periods. Ability to frequently stand and walk. Ability to lift and move objects weighing up to 35 lbs. Ability to use various equipment such as a computer and laboratory/health related equipment. Ability to work under conditions involving exposure to high public contact situations. Work is performed in a standard or mobile office, clinic, and home environment.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.