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City of Dallas
Classification Specification

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Title:	**Public Health Nurse Practitioner**	**Class Code:**	**06107**
		Pay Grade:	**K**
Application:	**Career Series**	**Established:**	**10/01/94**
Supplemental/Code:	**Professional/2**	**Revised:**	**01/01/09**
FLSA Status:	**Exempt**		

Position Purpose:

Plans, administers and documents health care services provided within a nursing specialty (e.g., low birth weight, maternal health, psychiatric treatment, adult/geriatrics and child health) to provide health care to citizens of Dallas.

Essential Functions:

1. Screens and assesses health care cases to administer primary care or to refer cases to other social service or health organizations.

2. Provides instruction, guidance and counseling on health issues in order to increase knowledge and awareness of clients and nursing staff.

3. Acts as liaison to coordinate cases between primary care givers and social service agencies or secondary care providers.

4. Documents health care plans and client cases to maintain an efficient record keeping system, produce statistical reports and comply with health care regulations.

5. Performs, requests, interprets and/or evaluates diagnostic tests to identify and assess patient health care needs.

6. Designs quality assurance plans to evaluate the effectiveness of specific programs.

Essential Functions Performed Depending on Location

7. Under the physician's supervision, diagnoses and treats minor illnesses (e.g., ear infections) per protocols to provide prompt health care services.

8. Conducts home visits or visits child care facilities to assess and document potential program participants and identify health needs.

9. Acts as a preceptor for students or new graduates of Nurse Practitioner programs by providing guidance, checking exam results, and evaluating progress to ensure proper on-the-job training for new graduates.

10. Performs other duties as assigned.

11. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

This position requires the incumbent be a registered nurse (RN). In addition, the incumbent must be certified as a nurse practitioner and recognized by the Board of Nurse Examiners (B.N.E.) in the State of Texas.

Ability to stay abreast of current trends affecting the nursing field.

Ability to understand and interpret public health laws and regulations.

Knowledge of other social service organizations and services provided.

Ability to establish and maintain an effective rapport with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to communicate effectively both orally and in writing.

Ability to communicate to clients, doctors and representatives from other social service organizations.

Ability to document and maintain medical records.

Working Conditions and Hazards:

Works in public health clinics.

May be required to make field visits in all types of neighborhoods and homes.

May be subject to contagious diseases through contact with patients.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.

JMR