

**CLASS TITLE:    ADVANCED PRACTICE NURSE PRACTITIONER**

**PURPOSE OF THE CLASSIFICATION:**   Under general direction provides professional medical services and occupational health services to City of Tulsa employees, and other related assigned duties.

**ESSENTIAL TASKS:**

- Conducts pre-employment and periodic diagnostic and physical exams
- Provides medical care to injured City of Tulsa employees
- Conducts, in the absence of the City Physician, fit for duty, disability, and retirement evaluations
- Serves, in the absence of the City Physician, as a medical consultant to departments and committees.
- Assists in monitoring the existing preventive health care program and is responsible for the development, evaluation, and implementation of new preventive health care programs
- Assists in reviewing the development of appropriate medical procedures, protocols, and medical record keeping systems
- Maintains current knowledge of occupational health care issues and legal requirements including Occupational Safety Health Administration, Americans with Disability Act, Health Insurance Portability Accountability Act, Genetic Information Nondiscrimination Act, and Hazardous Material Communication Statutes
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

**QUALIFICATIONS:**

Training and Experience: Graduation from a college or university accredited by the Accreditation Commission for Education in Nursing (ACEN), the Commission on Collegiate Nursing Education (CCNE), or the Commission for Nursing Education Accreditation (CNEA) having completed a graduate level advanced practice registered nursing education program as a Certified Nurse Practitioner (CNP) or as a Clinical Nurse Specialist (CNS), and seven (7) years of work experience in Family Practice or a related field.

Knowledge, Abilities, and Skills: Comprehensive knowledge of nursing theory and practice; comprehensive knowledge of physical assessment, diagnosis, pathophysiology, pharmacology, and management of acute and chronic problems; considerable knowledge of theory and practice of medical diagnostic techniques, methods, and procedures. Ability to establish and maintain effective working relationships; ability to instruct patients; and the ability to collaborate with health team members.; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information. Skilled in performing a physical exam and the observation of signs, symptoms, and the recognition of the pathologic state. Skilled in the interviewing process to analyze an injured employee's claims. Skilled in documenting medical charts that meet legal standards. Skills in verbal and written communication beyond the level of the average person such as telling an injured employee about a difficult diagnosis with an expected poor outcome.

Physical Requirements: Physical requirements include frequent walking and standing; frequent lifts/carries up to 50 pounds with occasional lifting up to 100 pounds; occasionally carries/lifts up to 80 pounds; constantly lifts/carries up to 20 pounds; occasional pulling up to 20 pounds; frequent balancing, kneeling, bending, handling, feeling, climbing, smelling and twisting; occasional crawling and reaching; and vision, speech and hearing sufficient to perform essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver's license; National certification from a national certifying body acceptable to the Oklahoma Board of Nursing as an advanced practice nurse as defined by the Oklahoma Nursing Practice Act. Position may require a specific advanced practice nursing certificate specialization. Possession of certification in Basic Life Support (BLS) and Advanced Cardiac Life Support. Registration with the Federal Drug Enforcement Administration (DEA) and the Oklahoma State Bureau of Narcotics and Dangerous Drugs (OBND).

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**WORKING ENVIRONMENT:** Working environment is primarily indoors in a clinical setting. May be exposed to infectious diseases and blood borne pathogens

**Class Code:** 1202

**EEO Code:** E-02

**Pay Grade:** ST-62

**Group:** Cultural, Legal and Sciences

**Series:** Medical

**Effective date:** April 8, 2020