

## NURSE PRACTITIONER CARE MANAGER (NPCM)

**GENERAL STATEMENT OF DUTIES:** Provides primary health care under the supervision of Medical Director or other licensed physician contracted with Genesee County Health Department within established policies and procedures, including responsibility for the initiation and maintenance of patient care in a clinical setting. The NPCM will deliver health care to patients ages adolescent to adult whose needs range from basic to complex and are rapidly changing by utilizing the nursing process. The NPCM will also be responsible for reviewing and approving plans of care and treatment plans by (licensed and or registered nursing staff) in accordance with established policies under the direction of the Medical Director. The NPCM will create and maintain a therapeutic environment while identifying and treating, directing, case finding, health teaching, health counseling and the provision of care supportive to or restorative of life and well-being. The eligible candidate will be responsible for assurance of clinical staff following policies and procedures within the clinic. The NPCM is an advanced practice nurse who provides primary care or wellness services to the underserved or vulnerable populations and in collaboration with colleges, universities, local hospitals or independent care providers.

### **STATEMENT OF TASKS:**

Provides direct patient care;

Plans for area and program needs and communicates same to Medical and Nursing Directors;

Performs chart audits of registered nursing staff;

Observes and teaches clinical skills to the licensed and registered nursing staff regarding care delivery;

This position requires no administrative staff supervision;

Responsible for the clinical protocol development for the purposes of accreditation in accordance with medical direction;

This position will improve access to primary health care; disease prevention; and health promotion in medically underserved areas including enhancements of outreach strategies.

Enhancing nursing practice by increasing the number of structured clinical teaching sites for undergraduate and graduate nursing students

Refers individuals to other professionals and/or community resources:

Conducts education sessions for patients and community groups:

Maintains and reviews patient records, including referral and follow-up systems;

Participates in the development and/or maintenance of quality care standards;

Participates in the in-service education of agency staff;

Updates professional practices through reading, conferences, professional meetings, etc.;

Keeps abreast of federal, state and local laws and regulations concerning personal and/or community health activities;

Provides input into program goals and objectives.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of the methods and practices of public health, community health nursing and or public health nursing preferred;  
Skill and interest in direct patient care;  
Ability to plan, implement and evaluate programs;  
Ability to teach or willingness to instruct appropriate staff and students on the patient care model;  
Ability to work with officials of other agencies, employees and the general public;  
Ability to understand and communicate technical and medical information with members of the health team and the public;  
Ability to make independent judgments based on professional knowledge;  
Ability to relate to people in a manner which establishes confidence and rapport;  
Ability to maintain good interpersonal relationships with staff;  
Ability to attend work regularly and work under stressful conditions.

**DESIRED QUALIFICATIONS:**

Masters' Degree and completion of an accredited Nurse Practitioner program and a minimum of three years clinical nursing experience. Two years post Master's clinical nursing experience preferred.

Certification as an advance practice nurse in at least one of the following areas: Family Nurse Practitioner or Adult Nurse Practitioner.

Strong clinical experience in primary/ambulatory care and or community based health centers.

**SPECIAL REQUIREMENTS:**

Possession of a valid driver's license and transportation for use on County business.

  
Human Resources Director

Established: January 2015  
Revised: October, 5, 2016