



Administrative Nurse Practitioner

Job Description

Department: Health
Position: Career Service
Grade: 732
Supervisory: No
Reports to: Division Director – Nursing

Summary

Under general supervision of the Division Director – Nursing, develops, monitors, and implements policies and procedures to ensure compliance with applicable federal and state Health Insurance Portability and Accountability Act (HIPAA) regulations and guidelines. Provides leadership for Bureau Directors, nursing staff, support staff, and clinical operations. Conducts risk assessments and ensures compliance with all federal, state, and local laws and regulations governing protected health information (PHI). Works with Medical Director, Nursing Director, and Bureau Directors to perform professional nurse practitioner duties, as assigned.

Essential Functions

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

1. Respond to public health emergencies as required by the Department or Division Administration; carry mobile phone or other emergency communication devices during work hours and at all other times when unavailable by phone at home.
2. During times of emergency or pandemic, job duties may be modified as needed, and may be significantly different from primary duties.
3. Function as a back up to direct, manage, coach, and provide guidance to all functional Family and Personal Health Services areas in the absence of the Division Director – Nursing.
4. Ensure staff adhere to written clinical and departmental policies, protocols, and procedures concerning programmatic and clinic operations, written guidelines, staffing patterns, and coverage, case management, risk management, and Quality Improvement.
5. Assist Division Director with maintaining fiscal stability of the Division; understand and identify opportunities, priorities, goals, and objectives of public health services provided by the Division of Nursing.
6. Lead or participate in staff meetings, as assigned.
7. Assist Division Director with conflict resolution and the daily flow of the clinic and contractual public health programs, as needed.

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Public Safety: No

Worker's Compensation: County
Background Level: I
Safety Sensitive: No
DOT: No
ML: Individual Contributor

HIPAA Compliance

1. Evaluate Utah County Health Department (UCHD) policies and procedures for HIPAA compliance; perform HIPAA risk assessments, as needed; make recommendations for changes.
2. Collaborate with Health Department administration and the Utah County Attorney's Office to identify and address privacy policies and procedures that require improvement.
3. Develop and monitor implementation of new and updated policies and procedures.
4. Ensure staff with access to PHI adhere to policies and procedures related to PHI access and use.
5. Assess procedures used to store and transit PHI; identify security or other compliance risks; recommend improvements, as needed.
6. Maintain documentation required by federal and state laws and regulations; complete required reports related to HIPAA compliance.
7. Function as the internal subject matter expert on HIPAA; maintain current knowledge of HIPAA laws and regulations and other applicable federal and state privacy laws or regulations; report changes to laws and regulations and provide training to staff, as needed.
8. Collaborate with Medical Director, Attorney's Office, and Health Department Administration to review and ensure appropriate response to GRAMA requests.

Nurse Practitioner

1. Function within the scope of the professional nurse practitioner license and provide support to the Medical Director and Health Department staff, as necessary.
2. Maintain knowledge and skills regarding current standards of practice to optimize patient care.
3. Develop and provide training and education to Health Department nurses and staff as appropriate.
4. Perform routine physical examinations, including but not limited to women's cancer screening, wellness exams and sports physicals.
5. Provide health teaching and patient education, counseling, and guidance.
6. Recommend follow-up care and make referrals to appropriate health professionals, as needed.
7. Consult with Medical Director and assist with immigration examinations.
8. Write prescriptions as needed for health department clients (e.g., tuberculosis, malaria, sexually transmitted infections, etc.) in the absence of the Medical Director.
9. Consult with nursing staff, as needed, and participate in multi-disciplinary team reviews.

Knowledge, Skills, and Abilities

- Thorough knowledge of HIPAA regulations, requirements, and guidelines
- Thorough knowledge of privacy laws and regulations, including those governing access, release, and security of PHI
- Thorough knowledge of guidelines and requirements of Utah GRAMA laws
- Knowledge of nursing processes and medical models
- Knowledge of health and physical assessment techniques
- Knowledge of medical diagnoses and appropriate treatments

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- Knowledge of epidemiology and communicable disease control, including immunizations
- Skilled at communicating information and ideas
- Skilled at giving presentations and training others
- Skilled at establishing and maintaining effective working relationships with co-workers, other agencies, and the public
- Skilled in performing physical examinations, providing diagnoses, and documenting findings
- Skilled in performing emergency resuscitation
- Ability to prepare comprehensive reports related to grant funding or other Health Department requests
- Ability to remain calm while working with people in crisis situations
- Ability to document and maintain files, records, and reports in written and electronic forms
- Ability to communicate effectively and interact in a professional manner with co-workers, supervisors, and clients from diverse backgrounds

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department and may oversee the work of others.

Work Environment

Work is typically performed in an environmentally controlled room. Work may expose the incumbent to contagious or infectious diseases, hazardous chemicals, fumes, and noxious odors, and requires use of protective devices such as masks, goggles, and gloves. Work exposes the incumbent to high stress situations including contact with the public and others in confrontational, emotionally charged, or uncomfortable circumstances. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent may be required to drive Utah County Owned vehicles and must abide by the Utah County Vehicle Policy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee is required to type, file, and lift supplies up to twenty-five (25) pounds. The employee occasionally drives a motor vehicle.

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Position Type/ Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand, and incumbent may be contacted at any time during emergency situations and during off hours as required by department policy.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Master's degree from an accredited Nurse Practitioner program.
2. Two (2) years of experience as a Family Nurse Practitioner.

Preferred Education and Experience

1. Preference may be given to applicants with two (2) years of experience evaluating HIPAA compliance.

Additional Eligibility Qualifications

1. Applicants must possess either a current State of Utah Nurse Practitioner license, a current State of Utah Temporary Nurse Practitioner license, or a current out-of-state Nurse Practitioner license recognized through interstate compact legislation. Incumbents possessing temporary or out-of-state licensure must obtain a State of Utah Nurse Practitioner license during the probationary period for new hires or during the trial period for promoted County employees.
2. Applicants must possess either a current State of Utah Registered Nurse license, a current State of Utah Temporary Registered Nurse license, or a current out-of-state Registered Nurse license recognized through interstate compact legislation. Incumbents possessing temporary or out-of-state licensure must obtain a State of Utah Registered Nurse license during the probationary period for new hires or during the trial period for promoted County employees.
3. Applicants must possess current Basic Life Support (BLS) certification or equivalent.
4. Applicants must possess or obtain Records Officer Certification from the Utah Division of Archives and Records within ninety (90) days of employment.
5. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
6. Selected applicants will be required to submit to a pre-employment drug screen and background check.

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AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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