This position description is used as a basis for determining the position classification and is maintained as an official record of the duties assigned to this position. This description is intended to be an accurate reflection of the assigned work, however, it is understood that duties may be removed, modified or assigned, and may not be included on this description.

**\*\*PLEASE NOTE**: Position descriptions for recruitments and/or hires must be submitted and approved in PageUp. Use this template for non-recruitment related transactions only. (E.g. make a change to a current employee’s position description, reclassifications, etc.)\*\*

**DEPARTMENT:**       **POSITION:**  NEW  EXISTING

**POSITION CLASSIFICATION:** Nurse Practitioner  **CSU WORKING TITLE:**

**EMPLOYEE NAME:**       **FLSA:** Exempt

**SUPERVISOR NAME AND CLASSIFICATION:**      ;      

**A. JOB SUMMARY/BASIC FUNCTION** (For recruitments and/or hires, this section will be completed in PageUp only)

**B.** **LEAD RESPONSIBILITIES (**For recruitments and/or hires, this section will be completed in PageUp only)

|  |  |
| --- | --- |
| **CLASSIFICATION OF POSITION(S):** | **NUMBER OF EMPLOYEES:** |
|  |  |

**C.** **PHYSICAL AND MENTAL REQUIREMENTS** (For recruitments and/or hires, this section will be completed in PageUp only)

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



**D.** **ENVIRONMENTAL REQUIREMENTS** (For recruitments and/or hires, this section will be completed in PageUp only)

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**E. MINIMUM QUALIFICATIONS** (For recruitments and/or hires, copy this section into the correlating PageUp field)

* **EDUCATION AND EXPERIENCE:** Academic degree or certificate from an approved college or university-based Nurse Practitioner program or equivalent training and experience as outlined by the California Board of Registered Nursing (BRN). Incumbents must be clinically competent in a medical specialty applicable to their position and possess sufficient experience to independently perfo9rm the duties of a Nurse Practitioner within that specialty.

**F. LICENSE**

* Must possess and maintain a valid California license as a Registered Nurse and a (BRN certificate evidencing that the individual is qualified to use the title of Nurse Practitioner, as required by the California Board of Registered Nursing.
* If delegated authority to transmit medications, incumbents must possess and maintain a valid California transmitting number. In addition, incumbents who have been delegated the authority to furnish medications, they must possess and maintain a valid BRN Furnishing Certificate. If the furnishing procedures include the delegated authority to furnish specific controlled substances, incumbents must also possess and maintain a valid DEA number and certificate.

**F. REQUIRED QUALIFICATIONS** (For recruitments and/or hires, copy this section into the correlating PageUp field)

* Comprehensive knowledge of advanced nursing and primary care principles, methods and procedures.
* Thorough knowledge of medical theories, practices and protocols relative to the scope of practice, subject areas such as growth and development, pathophysiology, psychosocial assessment, pharmacology, nutrition, disease management, and the principles of health maintenance.
* Thorough knowledge of applicable state and federal laws and regulations pertaining to practice as a Nurse practitioner.
* General knowledge of effective supervisory principles and practices if required by the position.
* Ability to work independently in assigned areas of practice established by the supervision physician.
* Demonstrated clinical competence in eliciting patient histories, conducting examinations, diagnosing and treating acute and chronic ill nesses and injuries, assessing patient needs and making appropriate referrals.
* Ability to use clinical techniques and diagnostic tools.
* Ability to interpret laboratory and other test results.
* Ability to keep current with developments in the medical field pertinent to the incumbent’s scope of practice.
* Ability to establish and maintain effective working relationships with other health center staff.
* Ability to be sensitive to and communicate effectively with diverse patients.
* Ability to provide lead work direction to specified health center support staff is required by the position.
* A background check (which may include: checks of employment records, education records, criminal records, civil records, motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can be offered a position with the CSU.

**G. PREFERRED QUALIFICATIONS** (For recruitments and/or hires, this section will be completed in PageUp only)



**H. SENSITIVE POSITION CRITERIA** (For recruitments and/or hires, this section will be completed in PageUp only)

(Please check ALL boxes that apply to the position)

This position will be responsible for the care, safety and security of people (including direct contact with children and minors), animals and CSU property.

This position will have authority to commit financial resources of the university through contracts greater than $10,000.

This position will have access to, or control over, cash, checks, credit cards, and/or credit card account information.

This position will have responsibility or access/possession of building master or sub-master keys for building access.

This position will have access to controlled or hazardous substances.

This position will have access to and responsibility for detailed personally identifiable Level 1 information about students, faculty, staff, or alumni that is protected, personal, or sensitive. (For examples of Level 1, 2, and 3 Data, please see [CSU Policy 8065](http://www.calstate.edu/icsuam/sections/8000/8065_FINAL_DRAFT_Data_Classification_CW_V4.pdf).)

This position will have control over campus business processes, either through functional roles or system security access.

This position will have responsibilities that require the employee to possess a license, degree, or credential or other certification in order to meet minimum job qualifications and/or to qualify for continued employment.

This position will have responsibility for driving or operating vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death.

None of the above is applicable to the position.

*The incumbent is considered a General mandated reporter under the California Child Abuse and Neglect Reporting Act, updated July 2017, Penal Code Section 11165.7(a)[21] and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.*

|  |  |
| --- | --- |
| **I. JOB DUTIES** (For recruitments and/or hires, this section will be completed in PageUp only) | **Percentage of Time (%)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  | **100% TOTAL** |

**J. SIGNATURES** (*Signature indicates that this is an accurate description of assigned duties.*)

(For recruitments/hires, this section will be completed in PageUp only)

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Employee Name Employee SignatureDate

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Supervisor Name Supervisor SignatureDate

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Dept Head/Next Level MPP Name Dept Head/Next Level MPP Signature Date