

NURSE PRACTITIONER

Recruitment #1910-2223-001

List Type	Original
Requesting Department	HEALTH-PUBLIC HEALTH SERVICES
Open Date	10/30/2019 09:55:00 AM
Filing Deadline	11/20/2019 11:59:00 PM
HR Analyst	Nola Nelson

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INTRODUCTION

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

PURPOSE

Working with patients in the Sexual and Reproductive Health Program, the Cardiovascular Disease Prevention Program, and the Milwaukee Breast and Cervical Cancer Awareness Program (MBCCAP), the Nurse Practitioner creates health plans, performs screenings and follow-up care, and provides clinical practice direction to Milwaukee Health Department (MHD) nursing and medical assistant staff.



ESSENTIAL FUNCTIONS

Clinician

- Interview patients to obtain general health and sexual history.
- Perform appropriate physical examinations; identify deviations from norms in the physical condition of the patient.

- Order appropriate lab tests and collect specimens in conjunction with medical standing orders or clinic protocols; consult with the physician as indicated.
- Identify screening and treatment needs of case contacts to a sexually transmitted infection (STI); collaborate with Disease Intervention Specialists (DIS) and administer appropriate treatment under medical standing orders and program protocols.
- Counsel patients and contacts in regard to risk reduction to STIs, provide one-to-one and group educational services regarding diagnosis and treatment.
- Evaluate patients on follow-up visits to determine adequacy of treatments and presence of adverse reactions to medications; refer patients to medical, nursing, or community resources.
- Maintain necessary and complete medical records and clinical care documentation per Health Insurance Portability and Accountability (HIPAA) guidelines and regulations.
- Manage hormonal contraceptive users.
- Perform clinical breast exams, pap smears, colposcopies, and vaginal exams.
- Write orders for required diagnostic follow-up.
- Review and interpret pap smears, mammography, colposcopy and laboratory findings; consult with Public Health Nurse to ensure appropriate follow-up.
- Provide cardiovascular risk reduction counseling; prescribe medications for cardiovascular disease.
- Ensure that all quality control standards are met per local, state and federal guidelines.

Resource Nurse

- Serve as a clinical leader and resource, collaborating with the interdisciplinary team to facilitate care delivery.
- Address the global needs of the clinic environment; assist with addressing opportunities for assuring regulatory compliance, quality effectiveness and a satisfactory patient experience.
- Assess, plan, implement, and evaluate nursing care for clinical patients.
- Maintain clinical competency through education, professional organizations, networking, conferences, webinars and continuing nursing education.
- Assist in bridging the research and practice gap through quality improvement activities.
- Coordinate nursing student presentations and learning experiences.

- Collaborate with leaders to acquire and analyze data to develop a plan for competency validation of unit/departmental/specialty staff.
- Develop and oversee in-services on new products, policies, procedures and equipment.

Program Leadership and Coordination

- Evaluate programs and make recommendations to administration concerning planning activities, program, and policy changes.
- Participate in relevant local, state, and community boards, committees and other community outreach activities to promote understanding and support of program services.
- Provide technical expertise to MHD staff in the interpretation of program policy, procedures, and protocols.
- Engage in specialized programs, projects, and research in the field of reproductive and sexual health or communicable disease.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

1. Proof of completion of an accredited Nursing Practitioner program at time of application.
2. Valid certificate to practice as a professional Nurse Practitioner from the American Nurses Credentialing Center (ANCC) or the American Academy of Nurse Practitioners at time of application, throughout the selection process, and throughout employment.
3. Valid license to practice professional nursing in the State of Wisconsin at time of application, throughout the selection process, and throughout employment.
4. Valid State of Wisconsin certification as an Advanced Practice Nurse Prescriber at time of application, throughout the selection process, and throughout employment.
5. Valid certificate in Basic Life Support at time of application, throughout the selection process, and throughout employment.
6. Completion of a comprehensive training program for the prevention of sexually transmitted infections mandated by the Center for Disease Control (CDC) within six months of appointment.

7. Completion of the certification for the National Incident Management System (NIMS)/Incident Command System (ICS) 100, 200, and 700.a within six months of appointment.
8. Valid driver's license and possession of a properly insured vehicle for use on the job at time of appointment and throughout employment. Mileage reimbursement is provided.

IMPORTANT NOTE: College transcripts/ licenses/certificates are required and must be received by the application period closing date. Transcripts/licenses/certificates should be attached to your online application. Applications without transcripts/license/certificates attached will be considered incomplete and will be rejected. All documents must be legible and college transcripts must include the following information: the university or college name, your name, the degree completed and the date the degree was completed.

DESIRABLE QUALIFICATIONS

- Bilingual skills in Spanish, Hmong or another language.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Clinician and Patient Care

- Knowledge of the core functions and essential services of public health.
- Knowledge of current public health nursing principles and processes.
- Knowledge of anatomy, physiology, pathophysiology, epidemiology, physical assessment and basic pharmacology.
- Knowledge of human systems (wellness, illness, growth and development, basic nutrition, human behavior, psychosocial development, family and community systems).
- Knowledge of prescribed treatments and medical interventions.
- Ability to effectively monitor and document the patient's treatment progress and response.
- Ability to refer to appropriate providers as indicated.
- Knowledge of health care technology, equipment, supplies and materials needed for medical treatment.
- Knowledge of chart documentation requirements, medical record forms, and state and federal laws that govern the release of health care information and patient consent.

- Knowledge of population-based health status indicators, determinants of health and illness, factors contributing to health promotion and disease prevention, and factors influencing the use of health services.
- Knowledge of relevant Occupational Safety and Health Administration (OSHA) standards.
- Knowledge of health care systems structure and function.
- Ability to make appropriate client referrals based upon patient need, program guidelines and community resources.
- Knowledge of current epidemiological data analysis and surveillance methods used in the management of communicable and infectious disease.
- Knowledge of Wisconsin State law relating to professional nursing practice and the American Nurses Association Scope of Practice for Public Health Nursing.
- Knowledge of adult learning and health education techniques and principles including reproductive health education, related services information, option counseling and emergency contraception services.
- Knowledge of a systematic approach to client care including assessment, diagnosis, planning, intervention, evaluation, consultation, referral and follow up.
- Knowledge of emergency preparedness - at home, at work and in the community.
- Knowledge of incident command structure and its use.
- Knowledge of current recommendations of the Advisory Committee on Immunization Practices (ACIP) for vaccination of infants, children and adults.
- Assure consistent, medically accurate, and culturally sensitive care, health care education.

Technical

- Knowledge of the administration procedures related to the immunization of infants, children, and adults.
- Knowledge of Advisory Committee on Immunization Practices (ACIP) guidelines to determine which immunizations are needed for an individual based on individual demographics and medical history.
- Ability to perform pelvic examinations, bimanual exams, and general physical examinations.
- Ability to evaluate health histories and results of examinations, and to identify medical deviations from the norm.
- Ability to instruct and counsel patients, particularly in the area of sexually transmitted infections, immunizations, and general health maintenance.

- Knowledge of research techniques and principles as well as quality assurance/improvement systems.
- Knowledge of data collection, analysis and interpretation techniques.
- Ability to effectively utilize computer applications, including the internet, spreadsheet, database and word processing software.

Leadership and Training

- Knowledge of the leadership skills required to delegate tasks, coordinate patient and family care, and mobilize community resources.
- Knowledge of group processes including facilitation, collaboration, negotiation and conflict resolution.
- Ability to engage learners and apply adult learning techniques.
- Ability to orient, train and instruct nursing staff in program protocols and clinic procedures.
- Ability to design and implement instructional modules and use a variety of educational methods.
- Excellent written and verbal communication skills.
- Ability to read and interpret documents such as safety rules and technical materials.
- Ability to maintain complete records of patient services.

Interpersonal

- Ability to build and maintain good working relationships with multi-cultural and multi-disciplinary staff, physicians, associates and other agencies in order to improve patient outcomes.
- Ability to engage and maintain good relationships with patients, clients and families to facilitate an effective plan of care.
- Ability to work under pressure and handle multiple and changing priorities.
- Ability to work cooperatively, effectively, and fairly with coworkers and citizens whose background may differ from one's own.
- Ability to provide services in a culturally sensitive manner.
- Ability to maintain confidentiality.

CURRENT SALARY

The current salary range (2MX) is \$75,478-\$105,669 annually, and the resident incentive salary range for City of Milwaukee residents is \$77,743-\$108,840. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

BENEFITS

The City of Milwaukee provides a comprehensive benefit program which includes:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/DER/Benefits2019>.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to the oral examination. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The examination will be held as soon as practical after **Wednesday, November 20, 2019**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

ADDITIONAL INFORMATION

APPLICATION INSTRUCTIONS

- Applications and further information may be accessed by visiting www.jobaps.com/MIL

- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.