



LANE COUNTY  
B023B  
Revised: 2/11/98  
Updated: 03/11/02  
Updated 09/14/06

## NURSE PRACTITIONER - Bilingual

**CLASS SUMMARY:** To perform specialized clinician and counseling duties related to patient care in clinics; and to perform related duties as assigned.

**SUPERVISION RECEIVED:** Receives direction from assigned supervisory and management personnel. Exercises functional and technical supervision over clerical, technical and professional personnel.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

1. Elicits and records a complete health and social history independent of supervision.
2. Performs basic comprehensive physical assessments using the techniques of observation, inspection, palpation, percussion and auscultation.
3. Orders and interprets diagnostic procedures, as indicated with consultation of the physician as needed, e.g., laboratory tests, EKGs and x-rays.
4. Integrates information collected in the health history and physical examination into defined problem areas.
5. Orders, reviews and provides patient instructions regarding diet and activities and their modifications as appropriate.
6. Prescribes and administers medications as delineated by ORS 678.
7. Manages certain common, acute and chronic illnesses within the framework of accepted standards of practice.
8. Develops with the client and family a comprehensive health care plan and coordinates with the health care provided by the other professionals and agencies involved in providing services.
9. Provides health counseling and anticipatory guidance to the clients and families throughout the normal life cycle.
10. Maintains complete and reliable records of client care in an easily audited format.
11. Assists in the development of health care objectives and initiates action towards attaining these objectives.

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12.	Interprets the role of health care services to clients and the community.
13.	Identifies teaching needs including group client needs; and implements programs to meet these.
14.	Performs minor surgeries as delineated under specialty areas.
15.	Provides educational services to the public, clients, patients and inmates concerning contraception, pregnancy, mental health and other issues.
16.	Assesses mental status of patients and inmates.
17.	Administers local anesthetic as delineated by specialty area.
18.	Provides mental health assessment and therapy for individuals, families and/or groups.
19.	Provides immediate emergency treatment as appropriate.
20.	Performs necessary home, nursing home and hospital visits to provide continuity of care.

**Knowledge of** (position requirements at entry):

- Principles, practices, and techniques of providing clinical nursing to patients.
- Laws, rules, and regulations governing the provision of care to patients in the State of Oregon.
- Processes, procedures, and theories of clinical assessment of physical and mental status of patients.
- Principles, practices, and theory of clinical education of patients in the areas of contraceptive, prenatal, and other clinical areas of care.
- Documentation procedures for charting and reporting physical and mental status of patients.
- Theories, practices, and procedures of nursing.
- Theory and practice of patient management and treatment within scope of certification.
- Analytical tests and procedures used in clinical settings to determine the health status of patients.
- Clinical and safety procedures in a correctional facility.
- Pharmacology as applied to clinical nursing and the prescription of drugs as authorized within the Nurse Practitioner formulary and Oregon Revised Statute.

**Skills in** (position requirements at entry):

- Assess and treat patients reporting health problems.
- Conduct and report on physical exams and histories.
- Provide referral to other health care practitioners or agencies.
- Interpret results of analyses and tests and provide treatment modalities.
- Manage a caseload of patients.
- Develop treatment programs and plans for patients.
- Diagnose diseases, ailments and illnesses.

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- Educate patients, clients and inmates on disease prevention, control and hygiene.
- Direct the clinical activities of other health care personnel.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

**Training and Experience** (positions in this class typically require):

Master's degree in Nursing from an accredited college or university, and completion of a Nurse Practitioner program specific to the expanded specialty role/category for which application is made.

The scope of practice of a Nurse Practitioner is incorporated into nine different specialty categories which include: Adult Nurse Practitioner (ANP); Certified Nurse Midwife (CNM); College Health Nurse Practitioner (CHNP); Family Nurse Practitioner (FNP); Geriatric Nurse Practitioner (GNP); Neonatal Nurse Practitioner (NNP); Pediatric Nurse Practitioner (PNP); Psychiatric/Mental Health Nurse Practitioner (PMHNP); and Women's Health Care Nurse Practitioner (WHCNP).

One year of responsible nurse practitioner experience.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

**Licensing Requirements** (positions in this class may require):

- Must possess State of Oregon Registered Nurse License, at the time of appointment.
- Must possess a current certificate to practice as a Nurse Practitioner in the State of Oregon, in the specified specialty role/category.

**Some positions may also require, at the time of appointment:**

- Certificate granting full prescription authority
- Drug Enforcement Agency Certificate
- National Provider Identifier (NPI)
- Possession of a valid driver's license at time of application and a valid Oregon Driver's license by the time of appointment if required to drive.

**BILINGUAL “B”**

Bilingual designation is an adjunct classification.

Language – **Spanish**

**CLASS SUMMARY:**

To assist in providing bilingual communication with Limited English Proficient (LEP) persons. Individuals in these classifications do more than self-identify; they have successfully passed a test demonstrating proficiency in both English and the other language administered by the County. The need for the use of the second language in the performance of job duties in this classification has been identified.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.) In addition to the regular knowledge, skills, and abilities required of the employee’s main classification, the bilingual duties of this adjunct classification may include, but are not limited to the following:

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|----|---|
| 1. | Interpreting between English speakers and LEP persons.                    |
| 2. | Orally translating documents.   |
| 3. | Providing oral assistance.  |
| 4. | Providing written assistance, including some written document translation |

**Knowledge of** (position requirements at entry):

- Both languages, demonstrating the ability to convey information in both languages quickly and accurately.

**Skills in** (position requirements at entry):

- Communicate clearly and concisely.
- Maintain confidentiality of communications.

**Training and Experience** (positions in this class typically require):

An equivalent combination of experience and training or demonstrated abilities qualifying the employee or applicant to perform the duties described herein. These skills and abilities may be acquired in various ways; i.e., education and/or bilingual or bicultural experiences.

**NOTE:** These positions are represented by AFSCME Local 2831 (Nurses).

**Classification History:**

Bilingual definition updated; approved by HR Director 09/14/06  
October 15, 2010 Deminimis changes clarifying clarification on special requirements were approved by the HR Director and with AFSCME’s concurrence.  
FLSA Status: Non-Exempt