

City of Minneapolis
Staffing Division
250 South 4th Street Suite 100
Minneapolis, MN 55415
612/673-2282 Office 612/673-2508 Fax
Website: www.minneapolismn.gov

**Minneapolis Department of Health & Family Support
Nurse Practitioner/ Physician's Assistant
School Based Clinic Program (SBC)**

Req# 20947 - Open May 7, 2012 through May 25, 2012

Annually	Step 1	Step 2	Step 3	Step 4
SALARY:	79,985	82,225	84,527	86,936

APPLICATION PROCESS:

ALL applicants MUST submit a completed:

- City of Minneapolis application (online or paper), applicants can apply online at www.minneapolismn.gov
- Resume (must be submitted prior to the job closing date and can be emailed to Daniel.villarreal@minneapolismn.gov)

Resumes are NOT being accepted in place of an official City of Minneapolis application. Applicants failing to follow the application process will not be considered.

POSITION INFORMATION:

The purpose of this NP/PA provider position is to provide both clinical services and overall management of clinic operations at individual clinic sites for the School Based Clinic (SBC) Program. Clinical services include health assessments, diagnosis, and treatment of patients seen through the School Based Clinics. The NP or PA is a mid-level independent practitioner responsible for providing primary medical care to adolescents, within the scope of the MN Nurse Practice Act and MN Board of Nursing regulations or medical practice board and physician delegation agreement. The NP/PA provider consults with the medical director and refers patients as needed for further assessment. The NP/PA provider manages site specific clinic operations including the supervision of positions that may include RN, Medical Assistant, and clinic clerk. They also collaborate with a multi-disciplinary team of other professionals (mental health, dietician, RN, MD) who all contribute to restoring, maintaining and promoting the health and well-being of our adolescent population.

Job Duties (includes, but is not limited to, the following)

Clinical Services

- The provider is responsible for assessing physical status of SBC patients through the collecting and evaluating health histories. Performing complete physical exams. Assessing acute and chronic illnesses or injuries. Ordering laboratory tests, evaluating the results and recommending treatment. Reviewing immunization status and administering immunizations as needed.
- The provider is responsible for the appropriate diagnosis, treatment, counseling, and follow-up of patients based on their assessment:
- Writing prescriptions and dispensing over-the-counter and stock medications from the clinic according to clinic guidelines.
- Referring clients for further evaluation/treatment to the medical director, to a primary care provider, or to a specialist as needed.

Clinic Management

- The provider is responsible for clinic site management by overseeing day to day operations of the clinic and coordinating services provided to patients and the school.
- Supervisory duties include: annual performance reviews, guidance and coaching for RNs, clerk or MAs, scheduling work assignments, training staff/interns/students, approving time off, signing timesheets, assisting with hiring and orientation, and with staff clinic assignment decisions.
- Facilitating clinic teamwork and team communication

- Participate on committees or in projects related to continuous upgrading of SBC services such as policy and procedure review, protocol review, and networking with other community agencies.
- Participate in quality assurance activities.
- Collaborate with other SBC team members to address health education requests for teaching school staff, families and students on a variety of health issues.
- Participate in Public Health Emergency Preparedness planning, training and response as needed and assigned. The provider would play a key role in the operations response to an emergency.

REQUIREMENTS:

The SBC provider may be a licensed Nurse Practitioner or a licensed Physician Assistant.

A NP must be an RN licensed to practice in the state of Minnesota and be a graduate of an accredited Nurse Practitioner program in Pediatrics, Family Practice, or Adult specialty. The NP must also have Nurse Practitioner certification through the appropriate certifying board for the specialty represented, *and* prescription writing privileges. Masters level education in public health, nursing, or related field is required. At least 5 years of nursing experience, some of which should be in the area of adolescent health care, maternal and reproductive health, or pediatrics, and one or more years of experience under minimal supervision as an NP. Supervisory experience is desirable.

The PA must be currently licensed with the MN Board of Medical Practice and certified by the National Commission on Certification of Physician Assistants. Masters level of education in health related field is required. At least 5 years of experience as a direct health care provider, some of which should be in area of adolescent health, maternal or reproductive health or pediatrics as well as one or more years of PA experience under minimal supervision. Supervisory experience is desired.

Working Conditions:

School Based Medical Clinic Setting

Desirable Qualifications:

- Experience in and ability to relate well with adolescents.
- Demonstrated knowledge and experience in adolescent, maternal and child health, current treatments and trends; additionally, knowledge in areas of emotional development, nutrition and growth, gynecological pathology, injury assessment, acute and chronic diseases.
- Ability to perform physical examinations, evaluate information from the exam, laboratory tests and patient histories to identify deviations from normal and follow guidelines for treatment or consult with the M.D. as necessary.
- Capacity to counsel/educate parents and adolescents on health and behavior concerns 1:1 or in group settings.
- Ability to provide leadership and supervision to other clinic staff members.
- Ability to manage daily clinic operations.
- Demonstrated ability to work with diverse and special needs populations.
- Experience in and ability to work in a collaborative environment, particularly with multiple agencies and providers.
- Demonstrated willingness to update his/her knowledge on a regular basis through reading journals, attending CEU workshops and conferences as well as with informal discussion with other health care providers.
- Maintenance of current provider licensure and CPR.

APPLICATIONS ACCEPTED:

Dates: *May 7, 2012 through May 25, 2012*

Contact: City of Minneapolis Human Resources Department

Phone: 612-673-2282

Email Address: Daniel.Villarreal@minneapolismn.gov

Selection Process:

Decisions concerning an applicant's qualifications for this position will be based on information provided in application materials. It is to the applicant's advantage to fill out the application form as accurately and completely as possible. The following tests may be used: A rating of Training and Experience based on the contents of submitted application materials and/or an Oral Exam. At each step of the selection process, the department reserves the right to limit the number of applicants to be tested, as necessary.

Background and Qualifications Checks:

The City has determined that a thorough Police Department background check / investigation, criminal background check, and/or qualifications check may be necessary for certain positions with this job title. Applicants may be required to sign an informed consent form allowing the City to obtain their criminal history and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be further considered for the position.

Pre-employment Drug/Alcohol Testing:

All job applicants must pass a pre-employment drug and alcohol test once a conditional offer of employment has been made. Applicants will be required to sign a notification and consent form prior to undergoing drug and alcohol testing. Applicants who do not consent to undergo drug and alcohol testing will not be required to do so and the City will withdraw the conditional job offer resulting in the job applicant no longer being considered for the position

ELIGIBLE LIST WILL EXPIRE 3 MONTHS AFTER POSTING.

The City of Minneapolis is an Affirmative Action/Equal Opportunity Employer.

<p><u>FOR OFFICE USE ONLY</u> Non-Rep - Top 3 scoring RH,SK,DV</p>
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