



<b>Job Title</b>	<b>Occupational NP/PA</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>PRO</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>9</b>	<b>Job Code</b>	<b>19664</b>

**Class Specification – Occupational NP/PA**

<b>Summary Statement:</b>	
<p>The purpose of this position is to provide occupational medical services to include acute care, oversight of rehabilitation, and injury management for City employees with work related injuries. This is accomplished under the supervision of a physician by following standard protocols and the Colorado Division of Workers’ Compensation Treatment Guidelines to care for City employees with work related injuries; maintaining prescriptive authority and providing necessary referrals to specialists or other related services within the designated medical network; prescribing physical therapy, ordering diagnostic imaging and lab tests; and performing physical examinations, including Commercial Driver’s License exams and drug testing. Other responsibilities include maintenance of patient privacy and confidential patient information; observing all health and safety requirements; determining fitness for duty for employees; and the ability to perform and interpret EKG’s as well as appropriate review of spirometry exams.</p>	
<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Performs assessment and follow-up of work related injured workers; develops and implements a treatment plan with the patient based on available evidence, clinic protocols and state Workers’ Compensation Treatment Guidelines. Develops patient education plans; and provides appropriate consultation and referrals as needed. Follows injured employee until maximum medical improvement is determined. Performs patient care; develops and implements a treatment plan with the patient based on available evidence of established care guidelines; develops patient education plans; and provides appropriate consultation and referrals as needed.
20%	Performs physical exams for Commercial Driver’s License, potential fire and police recruits, and City new hire physicals. Performs patient care assessment of health status and diagnosis by obtaining comprehensive health and medical history; performs physical exam based on age, history, and injury; performs other diagnostic procedures based on history and physical exam findings; and formulates diagnosis based on history, physical exam, and diagnostic test results. Maintains National Registry of Certified Medical Providers.



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20%	Performs physical exams and lifestyle disease management through history and physical examination; and encourage patient self-care and appropriate health and wellness referrals to include seeing their primary care physician, follows up with the City Employee Medical Clinics or Health Screening visit for health maintenance where the situation is not a work-related injury.
10%	Maintains accurate medical documentation of patient care and assurance of medical records by documenting all care and treatment; and collaborates with appropriate specialists on selected cases as needed.
5%	Performs administrative tasks and collaborates with peers to develop, update, and improve clinic processes; develops and maintains checklist for documenting causality determination; and audits new injuries.
5%	Continues scope of practice competencies in medical care and occupational health medicine by maintaining required continuing educational requirements and attending Workers' Compensation continuing educational programs.

<b>Competencies Required:</b>	
Human Collaboration Skills:	Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Reading:	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Math:	Intermediate – Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurements. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing:	Intermediate – Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and



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self-study.

**Technical Skills Required:** Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education:

**Nurse Practitioner:** Graduate of an accredited Nurse Practitioner program. Must possess an active license, in good standing, to practice as an Advanced Nurse Practitioner in the state of Colorado. Must have current state and federal DEA certification and be able to prescribe schedule II through V medications/narcotics. Current BLS/AED certifications.

**Physician Assistant:** Graduate of an accredited Physician Assistant program. NCCPA Board Certified. Maintains necessary CME requirements as outlined by the NCCPA. Must have current state and federal DEA certification and be able to prescribe schedule II through V medications/narcotics. Current BLS/AED certifications.

Experience: Three years of progressive clinical experience as a Nurse Practitioner or Physician Assistant providing medical services for occupational injuries and primary care management of adult patient populations or urgent/emergent care.

**Education and Experience Equivalency:**  
This classification is not eligible for education or experience equivalency.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Colorado RN (registered nurse) license or Nurse Licensure Compact	Upon hire
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CPR (cardiopulmonary resuscitation) certification.	Upon hire
National Registry of Certified Medical Examiners	Within 3 months of hire
Certifications required in accordance with standards established by departmental policy.	

**Supervision Exercised:** Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling of work.

**Supervision Received:** Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

**Fiscal Responsibility:**  
This job title has no budgetary / fiscal responsibility.

**Physical Demands:**  
Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Frequently

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.



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**Specialized Computer Equipment and Software:** Microsoft Office and specialized medical records software.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: January 2015