QUALIFICATIONS

Education and Experience: Possession of a valid and active California license as a Registered Nurse and BRN certificate to practice as a Nurse Practitioner; possession of a valid BRN Furnishing number and certificate; current Certification in Basic Cardiac Life Support (BCLS) and use of Automatic External Defibrillator (AED); minimum of one year of work experience as a nurse practitioner in a health care setting with an adult population.

Ability to: Perform comprehensive physical assessment; obtain comprehensive health history and psychosocial data; interpret and evaluate diagnostic tests, and distinguish between normal and abnormal findings; document and assess findings and establish a therapeutic plan of action; coordinate screening and follow-up of communicable diseases; balance patient care needs and the efficient operation of the Health Services Center; maintain a professional demeanor under pressure or in difficult situations; interpret, apply and explain rules, regulations, policies and procedures; analyze situations accurately and adopt an effective course of action; plan, organize and prioritize work; meet schedules and time lines; work independently with little direction; understand and follow oral and written directions; communicate efficiently both orally and in writing; supervise, train and provide work direction to others; establish and maintain professional and effective working relationships with patients and health care personnel.

Knowledge of: District organization, operations, policies and objectives; comprehensive knowledge of advanced nursing care principles, methods and procedures; women’s and men’s health evaluation and treatment; of medications, their actions, use, and side effects; direction with an adult population.

This position is responsible for performing clinical and educational services in support of the overall operation of a college Health Service Center. Working independently and under general supervision, the Nurse Practitioner administers direct medical care, including diagnosis and treatment to patients, utilizing written procedures and protocols as guidelines. Provide direct patient care in accordance with Standardized Policies and Procedures, and consistent with community standards and Health Services Center policies and procedures; assure timely patient care; maintain an understanding of the social and environmental context of health on the college campus. Take appropriate health history according to presenting complaint and physical findings, including pertinent negatives; formulate appropriate medical and nursing assessment of patient problems; discriminate between normal and abnormal findings and determine when to collaborate or refer to physician and/or specialist for further evaluation and/or treatment; provide feedback and/or follow-up to patients in a timely manner. Formulate appropriate disposition and/or treatment plan, including ordering and interpreting diagnostic tests, implementing therapeutic treatment modalities (including medications), and providing appropriate patient instruction; determine the need for appropriate follow-up care and arrange for appropriate referrals of patients. Evaluate the total health care needs of patients and develop plans to meet those needs; provide counseling and support to patients as appropriate; integrate health education and instruction in health maintenance and disease prevention, including guidance in nutrition, risk factors, episodic illness, contraception and self-care; collaborate with other disciplines in planning, developing, gathering, implementing, and evaluating patient education materials. Work collaboratively and cooperatively with the health care team in the management of medical, psychological and urgent conditions; consult Medical Director and colleagues when appropriate; refer administrative inquiries, patient complaints and concerns to appropriate supervisor; participate in the Quality Assurance activities and in the development of standard, policies and protocols essential to the delivery of quality medical, nursing and preventative health care services. Legibly and accurately chart patient care, progress and current status; record content of all patient encounters within patient’s medical records in the S-O-A-P format when appropriate; maintain up-to-date patient health history, including documentation of medication allergies; complete appropriate forms as needed; maintain professional standards of documentation. Train and provide work direction and guidance to others as directed; serve as a resource person for other nursing staff in the enhancement of basic nursing practice. Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner; maintain certifications and clinical competencies that are consistent with the focus of practice. Perform related duties as assigned.
Standardized Policies and Procedures and the California Nurse Practice Act; infection control procedures and sterile techniques; sanitation, personal hygiene and health and safety precautions applicable to work in a clinical setting; emergency procedures; patient rights and responsibilities, rules of confidentiality and patient privacy; record keeping procedures; applicable computer software applications; correct English usage, grammar, spelling, punctuation, and vocabulary.

**Licenses and Other Requirements:** Valid California driver’s license. All employees driving personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Drivers License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0)

**DESIRABLE QUALIFICATIONS**

National Certification as a Family Nurse Practitioner; experience as a Nurse Practitioner in a college health center.

**WORKING RELATIONSHIPS**

The Nurse Practitioner maintains frequent contact with various departments, personnel, students, vendors and outside agencies. The Nurse Practitioner works with the Health Center Director on issues of efficiency, patient flow, teamwork and patient satisfaction, and works in collaboration with the Medical Director on issues of professional practice and performance.

**WORKING CONDITIONS**

Fast-paced outpatient clinic environment requiring ability to keep pace within appointment system and appropriate pace for walk-in patient load; subject to constant interruptions, frequent interaction with others, and unscheduled emergencies; subject to exposure to biological conditions which may be unhealthful or hazardous (such as bodily fluids, blood and blood products, communicable diseases, toxic or caustic chemicals, and sharp objects); ability to visually assess injuries and ability to hear and communicate orally in person and on the telephone for the purpose of gathering information, explaining procedures, or a variety of other matters to individuals with varying degrees of knowledge; requires ability to reach overhead, above the shoulders, and horizontally; requires lifting and assisting injured patients, pushing and pulling a wheelchair with an adult patient, standing, bending, kneeling, or crouching during medical examinations and emergency situations; repetitive use of upper extremities including hand coordination activities.

**APPLICATION PROCEDURE**

**Applicants MUST submit the following items:**

1. **District Classified Application** *(All sections must be completed.)*
   - Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. **Failure to complete these sections will result in exclusion from the applicant pool.**
2. Copy of valid and active California license as a Registered Nurse
3. Copy of BRN Certificate to practice as a Nurse Practitioner.
4. Copy of valid BRN Furnishing number and certificate
5. Copy of current Certification in Basic Cardiac Life Support (BCLS) and use of Automatic External Defibrillator (AED)

NOTE: **Failure to complete and submit the items above will result in exclusion from the applicant pool.**

Applications may be downloaded at [www.nocccd.edu](http://www.nocccd.edu), or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job #CCC739, Nurse Practitioner, in all correspondence. You may include cover letters, resumes, and letters of reference, etc., as attachments to your completed application. The District will not return or make photocopies of application materials. It is the applicant’s responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. **Applicants must submit a new application packet for each position.** Application packets previously submitted will not be pulled for resubmission. **THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.**

Mail or deliver your application packet in person to:

North Orange County Community College District  
Human Resources, 9th Floor  
1830 West Romneya Drive  
Anaheim, CA 92801-1819

**APPLICATION DEADLINE**

Completed applications must be received in the Human Resources office on or before September 18, 2009, 5:00 p.m. (Postmarks will not be honored.) Application materials received after the deadline date will not be considered. The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications does not ensure an interview.

Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date. Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act.

**THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.**

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District's full policy on non-discrimination, sexual harassment, sexual assault, treatment and counseling, and maintenance of a drug-free environment is available online at [http://www.nocccd.edu/Departments/HR/UnlawfulDiscrimination.htm](http://www.nocccd.edu/Departments/HR/UnlawfulDiscrimination.htm)