



ASSOCIATE MEDICAL DIRECTOR, ADVANCED PRACTICE CLINICIAN - BILINGUAL

CLASS SUMMARY: In addition to performing specialized clinician and counseling duties related to patient care in clinics, incumbents in this classification perform technical and functional supervision, generally within an assigned clinic. They contribute specific clinical input to staff and clinic supervisors for coaching and skill development, as well as providing input for employee evaluations and assessments. Incumbents work directly with the Medical Director to identify and resolve clinic or provider issues and proactively assess compliance with laws, rules, regulations, policies and procedures within their assigned clinic. Incumbents develop and/or maintain standardized quality improvement (QI) and peer review processes and assist with scheduling to include timecard approval for providers, as needed.

SUPERVISION RECEIVED AND EXERCISED: Receives administrative direction from the Community Health Center Medical Officer. Exercises technical and functional supervision over technical and professional personnel.

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

1. Assess, diagnose and manage primary care outpatient problems within framework of accepted standards of practice
2. Assess chronic diseases, make preliminary diagnoses and manage according to established treatment plans; institute new treatment plans with consultations and referrals as required.
3. Order, interpret, and review diagnostic procedures, as indicated e.g., laboratory tests, EKGs and x rays.
4. Order, review and provide patient education and instruction with an orientation towards specific disease treatment options, nutrition, exercise and health maintenance behavior as indicated.
5. Perform health maintenance examinations, using common screening methods, diagnostic testing and intervention of referral as indicated.
6. Perform minor office procedures to include suturing simple lacerations, routine excisions and biopsies, foreign body removal, wound care and debridement, casting of simple fractures, injections, venipunctures, catheterization, incision and drainage of superficial abscesses, thrombosed hemorrhoid incision.
7. Prescribe and administer medications as delineated by ORS 677 (PAs) or ORS 678 (NPs).
8. Provide health counseling and anticipatory guidance to the patients and families.

LANE COUNTY

Associate Medical Director, Advanced Practice Clinician – Bilingual (Continued)

9.	Develop with the client and family a comprehensive health care plan and coordinate with the health care provided by the other professionals and agencies involved in providing services.
10.	Maintain complete and reliable records of client care in an easily audited format.
11.	Partner with clinic supervisor to ensure staff are trained; ensure that employees follow policies and procedures; and maintain a healthy and safe working environment.
12.	Develop, plan, and implement goals, objectives, strategies, policies, and procedures for a complex or multiple program(s).
13.	Analyze clinic data, perform clinical chart reviews, and assess needs and opportunities to report to senior leadership. Lead quality and access initiatives at clinic level.
14.	Assist with review and development of administrative and programmatic systems and procedures to ensure effectiveness of programs and compliance with internal and external requirements.
15.	Participate with presentations on program(s), meetings and issues to help increase clinic efficiency, promote a healthy culture, and support clinic initiatives.
16.	Provide clinical context to day-to-day operational procedures. Assists clinic supervisor and Medical Director in non-disciplinary staff development. Provides technical supervision in collaboration with clinic supervisor and mentors clinic providers.
17.	Serve as a liaison with clinic and senior leadership and select community partners.
18.	Assist with provider recruitment.
19.	Provide input on provider performance reviews, assess and respond to provider issues and patient complaints, refer any and all potential corrective action to Medical Director.
20.	Look at local clinic issues that influence clinician workflow, provider coverage and provider staffing with respect to time off requests.
21.	Initial review of provider QI concerns at their site or within their specialty.
22.	Perform other duties of a similar nature or level.

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.
- Pharmacology as applied to clinical nursing and the prescription of drugs as authorized within the Nurse Practitioner formulary and Oregon Revised Statute.
- Issues of medical ethics and liability.
- Culturally competent practices.

Ability to (position requirements at entry):

- Direct the clinical activities of other health care personnel.
- 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, treat and control diseases and physical injuries in a culturally sensitive manner for underserved populations.
- Effectively gather, evaluate, and convey sensitive and confidential information.
- Work with professional independence and use initiative and judgment in performing medical diagnostic and treatment services for the patient population.
- Prepare concise, accurate and effective medical reports, recommendations, policies and procedures.
- Implement clinic services within resource limits.
- Apply appropriate teaching and training techniques to improve nursing staff skills.
- Establish and maintain cooperative work relationships with patients, staff, peer groups, and varied agency and institutional representatives.
- Develop therapeutic relationships with a wide variety of patients from diverse educational, social, and cultural backgrounds.
- Communicate effectively, both orally and in writing.
- Prioritize and assign work.
- Prepare and review reports.
- Create a culturally inclusive work environment.
- Work effectively with patients, co-workers, employees and supervisors from diverse backgrounds.

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).

Two years of clinical practice experience.

OR

Master's Degree or equivalent from an accredited college or university with major course work in primary care program for physician assistants. One year of responsible licensed Physician Assistant experience.

Two years of clinical practice 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 Practitioner License or State of Oregon license as a Physician Assistant, 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.
- Certification from a recognized national certification body.
- CPR/BLS

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

Classification History:

Established per Board Order 23-02-28-04.

FLSA Status: Non-Exempt.

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.

CLASS CHARACTERISTICS: Bilingual designation is an adjunct classification.
Language – ***Spanish***.

Knowledge of (position requirements at entry):

Bilingual B - 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:

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

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:

FLSA Status: Non-Exempt