

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Code No. 002309  
Grade 26**

**NURSE PRACTITIONER**

**DEFINITION OF CLASS:**

This is specialized professional community health nursing work providing direct primary care, comprehensive nursing, therapeutic and preventive health care services in an Advanced Practice Registered Nursing (APRN) role as a Certified Registered Nurse Practitioner (CRNP). The Nurse Practitioner, as assigned, serves individuals, families or groups in clinics, health centers, schools, offices and other community locations or correctional facilities by conducting comprehensive physical examinations, completing official clinical and non-clinical paperwork, ordering/performing/interpreting laboratory and diagnostic tests, prescribing/dispensing drugs, providing emergency care, otherwise providing treatment to patients and performing other CRNP functions as assigned and consistent with state licensure/certification and regulations applying to CRNPs. Clients served are of all ages and have diverse demographic, cultural and socio-economic backgrounds. Contacts are with clients, their families, physicians, other medical-healthcare personnel within and outside County Government, school personnel, public and private health-related and social service agencies to exchange work information, consult, teach, collaborate, resolve problems and coordinate care. Public Service/Assistance is provided through the lengthy and detailed questioning of clients to determine the nature of service and assistance required, and through the provision of specialized direct care.

A Nurse Practitioner provides care to clients by assessing clients' health status, conducting physical examinations, providing treatment, prescribing medications, recommending follow-up care, and consulting with and making referrals to appropriate health care professionals. In addition, an employee in this class provides health and wellness teaching, counseling and guidance to clients and their families, and may occasionally provide focused health and wellness educational presentations and outreach to groups. Work is performed under the non-clinical direction of a medical professional or a manager or administrator outside the field of medicine. Performance of the work affects the health and physical well-being of patients, and has indirect positive impact on health in the larger community. An employee in this class performs work in accordance with clinical and non-clinical guidelines including, but not limited to, the Maryland Nurse Practitioner Full Practice Authority Act of 2015, Code of Maryland (COMAR) Regulations concerning duties-authorities of a Nurse Practitioner, HIPAA regulations, CDC information/issuances and guides (such as those covering STDs and TB), and National Incident Management System (NIMS) information/issuances as well as departmental or service area policies, procedures and practices. The employee uses these guidelines to determine appropriate treatment, which client conditions can be treated directly and which ones warrant referral to a physician, emergency room, or another medical-healthcare professional, how to handle confidential health information, etc. Employees in this class have diagnostic and prescriptive authority, and most client cases are handled independently; a Nurse Practitioner normally refers to a physician only those cases involving complications with which they have only limited knowledge. Work requires making a variety of decisions concerning interpretation of considerable information and data drawn from physical examination results and laboratory reports. Work is performed in a variety of clinical settings and involves standing and bending in the assessment and treatment of clients and some lifting, carrying or moving of objects weighing up to fifty pounds or using equivalent forces. While conducting physical examinations and directly related work, the Nurse Practitioner is exposed to body fluids, human waste,

sharps, etc. Such exposure requires use personal protective equipment (PPE) such as gloves and mouth/nose/eye protection and application of an array of standardized protocols and procedures such as standard/additional precautions for contact with such communicable diseases as hepatitis, TB, STDs and HIV/AIDS to minimize risk to self and persons in his/her care.

**EXAMPLES OF DUTIES: (Illustrative Only)**

- Obtains a comprehensive health history from client or family, performs a detailed physical examination and health assessment, makes a critical evaluation of client health status, enters information into medical record, and, as appropriate, refers or prescribes treatment.
- Conducts maternity, family planning and other clinics depending on specialty of Nurse Practitioner.
- Formulates and implements plan of care which may involve various forms of treatment and prescribed medications; recommends follow-up care and makes referrals as needed.
- Identifies and manages acute and chronic illness in accordance with established protocols of care.
- Performs or requests specialized screening and laboratory tests, interprets results and takes appropriate action.
- Maintains clinical and non-clinical records.
- Orders and prescribes medications to be dispensed; maintains up-to-date inventory for unit.
- Precepts physicians and Student Nurse Practitioners from various residency programs.
- Provides emergency services or crisis intervention in the absence of the physician including life-saving emergency procedures.
- Co-manages the health supervision of clients within specific County Government programs, evaluating and managing health problems with a physician, and deciding which clients need additional care either within or outside the scope of the department's services.
- Provides follow-up care to clients who have been diagnosed, treated, and referred by a physician.
- Provides health screening activities for community groups, as assigned.
- Serves as a consultant to other health care providers.
- Teaches clients and their family members/care-givers (in individual encounters) ways to maintain or improve health status or prevent disease; makes presentations and provides outreach to groups, as assigned.
- Refers clients and their families to governmental and non-governmental sources of human services assistance in response to their clinically-identified healthcare needs and their expressed non-healthcare needs.
- Inspects laboratories used for compliance with regulations and standards, as assigned, or otherwise helps ensure compliance.
- Provides medical information to civil surgeons designated by the US Customs and Immigration Service (USCIS) pursuant to immigration medical cases such as the Immigration (Green Card) Medical Exam, as pertinent to clientele and assignments.
- Serves as a Nurse Practitioner Preceptor consistent with Maryland Board of Nursing (MBON) requirements, as assigned.
- Performs related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Professional knowledge of established concepts, principles and practices of Advanced Practice Registered Nursing (APRN), both clinical and non-clinical, and professional nursing skill at the APRN level as a Certified Registered Nurse Practitioner (CRNP) to carry out nursing measures pertinent to assignments. This includes considerable knowledge of selected pharmaceuticals, their

desired effects, side effects and complications which may arise from their use, skill in using medical equipment/instruments, etc.

- Knowledge of clinical and non-clinical medical and healthcare information, issues and concerns pertinent to assignments such as standard/special precautions, nutrition, STDs, HIV/AIDS, TB, diabetes, addiction, mental health, osteoporosis, waning immunity, biomedical (including psychological) factors, epidemiology, environmental health, prenatal/neonatal/postpartum risk factors/care, and desired effects, side effects and compatibilities of selected pharmaceuticals altogether to assess needs of, and respond to, clientele within guidelines or carry out other duties (such as infection prevention and disease control); this includes, as pertinent to assignments, staying abreast of health-medical care information/issuances by a range of authorities, such as the Maryland Department of Health and Mental Hygiene (DHMH) and the Centers for Disease Control and Prevention (CDC).
- Knowledge of the principles of nursing standards of practice for CRNPs in Maryland, and of professional ethics that govern assignments, to help provide, or ensure provision of, appropriate care, advice, referral or assistance/service to clientele and to adherence to ethical practices, respectively.
- Knowledge of overarching Federal/State/County/departmental regulations, policies, procedures and forms such as health information privacy regulations, policies and forms pursuant to the Health Insurance Portability and Accountability Act (HIPAA), including County policies on confidentiality of information and client rights, and the common authorization form, as well as regulations, policies, procedures and forms of other agencies (such as the Department of Correction and Rehabilitation), echelons (such as DMHM) or programs, all as appropriate to assignments, to help provide, or ensure provision of, appropriate care, advice, referral or other assistance/service to clientele.
- Knowledge of demographic, socio-economic, ethnic, cultural, eligibility and similar types of program specific information pertinent to assignments to effectively apply health care services to covered populations with due consideration of such factors as age, sex, race-ethnicity, culture and other dimensions that may affect patient healthcare needs and responses.
- Knowledge of governmental and non-governmental human services/resources sufficient to refer clients to sources of assistance for their clinically-identified healthcare and expressed non-healthcare needs.
- Considerable skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes skill in recognizing subtle aspects of problems and making balanced recommendations and decisions by applying the professional nursing process and a range of medical and administrative guides and considerations.
- Skill in oral communication to understand verbal information (including facts, assertions and arguments) and to express such information verbally so that others will understand, agree or comply. This includes skill in listening ‘actively’ to clients-patients to identify and clarify their medical needs/concerns and ability to encourage effective verbal communication by clientele/family members to help overcome barriers to treatment-recovery.
- Skill in written communication to understand written information (including facts, assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and to express such information in writing so that others will understand, agree or comply.
- Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member or a leader of a team and skill in exhibiting cultural sensitivity in interactions with patients and their families to encourage/reinforce adherence to the treatment regimen and improved health/wellness.

- Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software to plan/schedule, communicate (email), word process, manipulate data, prepare presentations, conduct research (Internet), requisition and perform other functions.

**MINIMUM QUALIFICATIONS:**

**Experience:** Three (3) years of full-time equivalent post-licensure experience as a Registered Nurse; two (2) years of these 3 years must have been in the appropriate specialty area and one (1) year of these 2 years must have been in community health nursing.

**Education:** Graduation from an accredited college or university, or an equivalent program as determined by the Maryland Board of Nursing, with a Bachelor’s Degree in Nursing and a Master's Degree in Public Health, Community Health Nursing or other appropriate nursing specialty; and successful completion of a Nurse Practitioner Program.

**Equivalency:** An equivalent combination of education and experience may be substituted for the Master’s Degree or for the required experience, but not for the successful completion of a Nurse Practitioner Program.

**LICENSE:**

- Possession of a current license to practice as a Registered Nurse in the United States and certification as a Nurse Practitioner in the State of Maryland issued, or recognized, by the Maryland Board of Nursing (MBON). Maryland accepts as valid current RN licensure from a candidate’s primary state of residence if that state is a party to National Nurse Licensure Compact (NNLC); additional information is available on the MBON website.

**Note:** There will be no substitutions for this section.

**PROBATIONARY PERIOD:** (may vary according to assignment)

Individuals appointed to a position in this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

**NOTE:**

Individuals appointed or promoted to a position in this class in the Department of Correction and Rehabilitation will be required to serve a probationary period of twelve (12) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

**MEDICAL EXAM PROTOCOL:** Limited Core Exam.

- If assigned to COR - Core 1 Exam with a Drug/Alcohol Screen.

**Class Established:** May 1985

**Classification Study:** May 1993 (M)

**Classification Study:** April 2002 (M)

August 2013

October 2014

**Classification Study:** November 2016 (M)

(Probationary Period) February 2020

**Revised:** Medical Protocol per OMS Review: April, 2022