

**UNIVERSITY OF CALIFORNIA, DAVIS
HEALTH SYSTEM
POSITION DESCRIPTION**

A position description is used for recruiting, selecting, training, and evaluating employees, and for determining the correct classification of a position. It is maintained as an official record of the duties assigned to a position.

HUMAN RESOURCES DEPT USE ONLY

Approved Payroll Title: _____ Job Code: _____ Grade: _____
Date Reviewed: _____ Effective Date: _____ CBUC: _____ Approver: _____
Cost Center: _____ Position Control Number: _____ Employee ID Number: _____

INSTRUCTIONS: Use the "Enter" key to move within a section (e.g., to begin a new paragraph). Use the "Tab" key to move from one section (shaded area) to the next.

SECTION 1: DEMOGRAPHIC INFORMATION

Cost Center: 9869 Position Control Number (PCN): 0

Name:

Current Payroll Title: Nurse practitioner II

Department, Work Location, Work Phone #: PCS Geriatric Hip Program

Supervisor's Name, Payroll Title, Phone #: Christi DeLemos MSN, ACNP-BC 916-734-5590

Department Head's Name, Payroll Title, Phone #: Toby Marsh RN, MSA, MSN, FACHE, NEA-BC 916 734-0436

SECTION 2: BRIEF DESCRIPTION

Briefly describe the role of this position within the department:

To provide independent advanced level nurse practitioner clinical expertise to fragile geriatric fracture patients and their families on an on-going basis. This position will serve as a liaison for general medicine and orthopedic teams to optimize management of co-morbidities, assist with day to day management and surgical clearance of geriatric patients. Acts as an expert resource person for health care providers including nurses, residents and other ancillary staff.

SECTION 3: SPECIAL CONDITIONS OF EMPLOYMENT

All health practitioners have mandatory reporting responsibilities when an adult (or a minor who meets special circumstances as described in UCDMC Hospital P&P 1408) presents at UCDHS as an outpatient or inpatient from any source, and if a person presents for treatment of injuries related to domestic violence; or if one has knowledge of or observes a child who one knows or reasonably suspects is the victim of child abuse; or if one has knowledge of, or reasonably suspects that an elder or a dependent adult is the victim of elder/dependent adult abuse. Non-health practitioners, who suspect that an individual is a victim of abuse as outlined above, are required to report their suspicions to a health practitioner. All employees have a mandatory responsibility for knowing and complying with the Code of Conduct standards and the Compliance Program.

Does this position have responsibility for handling money? No Yes (If yes, fingerprinting is required)

List license(s) and/or certification(s) that are required by law or University policy:

1. Possession of valid California RN and Nurse Practitioner license.
2. Furnishing license and DEA within 6 months of hire
3. Master's degree from an accredited School of Nursing.
4. Graduation from an Acute Care Geriatric NP, Adult NP or Family Practice NP Program
5. National NP Certification within 3 months of hire
6. Current ACLS

Describe other special conditions of employment that apply to this position:

7. Excellent verbal and written communication skills.
8. Judgement skills to effectively meet the needs of patients.
9. Self-direction and organizational skills to function in an independent role.
10. Ability to apply relevant theories and concepts to clinical practice.
11. Ability to work flexible hours.
12. Ability to cope with personal stress experienced by team members, other professionals, and caretakers.
13. Able to lift 25 pounds, see well enough to read gauges and identify injuries.

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SECTION 4: SIGNATURES**

EMPLOYEE

I have read this position description and understand its contents.

Name Date

IMMEDIATE SUPERVISOR AND DEPARTMENT HEAD

This position description accurately describes the essential duties assigned to this position.

Immediate Supervisor Name Date

Department Head Name Date

SECTION 5: ESSENTIAL FUNCTIONS

Describe the four to eight essential functions of this position. List the functions in descending order of importance. Using percentages of not less than 5%, assign a percentage that roughly approximates the amount of time spent performing each function. The total percentage of time must add up to 100%, whether the position is full-time or part-time.

For each function, describe the specific duties or tasks that are performed.

Function A Title: Clinical Practice **% of Time:** 60%

Duties:

1. Independently provide evaluation and medical management for geriatric fragility fracture patients in the hospital at UC Davis Medical Center.
2. Collaborate with Medicine team on new patients and ongoing complex medical management
3. Perform initial H&P.
4. Perform extended role procedures as defined in standardized procedures and inpatient setting.
5. Monitor and evaluate patients for discharge. Set parameters and guidelines for continuum of care with multi-disciplinary team. Coordinate with the patient's primary care provider to maintain continuity for the patient's medical management
6. recommend follow-up consult referrals.
7. Identify high-risk groups and complex cases for review with physician. Initiate consultations.
8. Document independent H&P findings. On an independent basis, recommend appropriate treatment per standardized procedure.
9. Attend multidisciplinary rounds with the orthopedic team to optimize patient care
10. Perform in-house extended role procedures as defined in standardized procedures.
11. Perform preoperative H&P; obtain appropriate studies and labs before surgery.
12. Assist the medicine team with management of non-fracture patients when the GHF census is low

Function B Title: COORDINATION AND COLLABORATION **% of Time:** 25%

Duties:

1. Coordinate admission, including writing admission orders, dictate admission H&P, write admission notes. Coordinate care with staff and consulting services.
2. Coordinate discharge, including writing discharge orders, dictate discharge summaries, write discharge notes. Coordinate follow-up appointments with staff and consulting services.
3. Collaborate with physicians, clinical nurse specialist, and physician's assistant.
4. Consult with nursing staff on plan and implementation of individualized nursing care plans.
5. Maintain data for morbidity and mortality reports.
6. Independently provide case summaries for disability, insurance agencies, workers compensation, work releases, and medical supply agencies.
7. Write letters to and call referring physicians.

Function C Title: Education **% of Time:** 10%

Duties:

1. Act as expert resource person providing staff education regarding special needs and/or procedures of orthopedic patients.
2. Provide clinical consultation and coordinate education programs for all geriatric fracture patients. Education of nursing staff, orthopedic team and CCM on the needs and management of geriatric patients
3. Provide discharge teaching before patient's discharge.

Function E Title: Professional Development **% of Time:** 5%

Duties:

1. Evaluate own practice and goals, and update annually.
2. Participate as a member of professional organizations.
3. Participate in professional educational activities, attend, and speak at conferences.
4. Maintain nursing and nurse practitioner licensure, and other required certifications.
5. Attend morbidity and mortality conferences, grand rounds, and other pertinent conferences.

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SECTION 6: SKILLS, KNOWLEDGE AND ABILITIES

List in descending order of importance, the skills, knowledge and abilities necessary for successful performance of the essential functions of this position.

1. Possession of valid California RN and Nurse Practitioner license.
2. Furnishing license within six months of hire
3. Graduation from an accredited School of Nursing.
4. Graduation from an Acute Care Geriatric NP, Adult NP or Family NP Program
5. Experience as a nurse practitioner highly desirable.
6. Able to pass UCDCM Medication Exam, I.V. Certification, and CPR Certification.
7. Able to meet CNII competencies.
8. One-year recent clinical experience in care of geriatric fracture or total joint patients desired.
9. Excellent verbal and written communication skills.
10. Judgement skills to effectively meet the needs of patients.
11. Self-direction and organizational skills to function in an independent role.
12. Ability to apply relevant theories and concepts to clinical practice.
13. Ability to work flexible hours.
14. Ability to cope with personal stress experienced by team members, other professionals, and caretakers.
15. Able to lift 25 pounds, see well enough to read gauges and identify injuries.
16. Current ACLS certificate

SECTION 7: POSITIONS SUPERVISED BY THIS POSITION

<u>Payroll Title</u>	<u># FTE</u>
9147C	1.0

SECTION 8: EMPLOYEE RESPONSIBILITY FOR CONFIDENTIALITY

Each UCDHS employee is responsible for adhering to the following requirements pertaining to confidentiality. California law and University policy prohibit the unauthorized disclosure of any information regarding a patient's medical history, mental or physical condition, or treatment, without the express authorization of the patient or the patient's legal representative. The unauthorized or improper disclosure of confidential work related information obtained from any source on any work-related matter is a violation of University policy. A breach of confidentiality may result in corrective action up to and including termination from employment. Improper or unauthorized disclosure of confidential information includes, but is not limited to, patient medical information, financial information, and personnel data.

SECTION 9: EMPLOYEE RESPONSIBILITY FOR PATIENT ASSESSMENT, TREATMENT, OR CARE

If this position has some responsibility for the assessment, treatment, or care of patients, check the age groups of those patients served.

- | | |
|--|---|
| <input type="checkbox"/> Infants (0 – 12 months) | <input checked="" type="checkbox"/> Adults (18 years and older) |
| <input type="checkbox"/> Children (12 months – 15-1/2 years) | <input checked="" type="checkbox"/> Geriatrics (65 years and older) |
| <input type="checkbox"/> Adolescents (9 years – 18 years) | |

SECTION 10: UCDHS AFFIRMATIVE ACTION PROGRAM

All supervisors and managers are responsible for actively supporting and implementing the UCD/UCDHS Affirmative Action Program by demonstrating efforts to diversify staff in all selection and promotional opportunities; communicating program objectives to staff; establishing and maintaining a bias-free work environment; and providing opportunities for staff to obtain further training and expertise which will enhance the likelihood of upward mobility.

Non-supervisory staff are also responsible for demonstrating their commitment to the Affirmative Action Program. A measure of this commitment is gaining knowledge and increasing sensitivity to the program itself and participating in activities which support the total diversity and affirmative action goals of UCDHS.

This position's responsibility to the Affirmative Action Program is:

As a nonsupervisory staff member.

SECTION 11: EFFECTIVE COMMUNICATION

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Effective communication is essential in the Health System environment. Each employee shall develop and foster open lines of communication both within her/his department and throughout the Health System as deemed appropriate and necessary.

This position's responsibility to promoting effective communication is:

All health practitioners have **mandatory** reporting responsibilities when an adult (or a minor who meets special circumstances as described in UCDMC Hospital P&P 1408) presents at UCDMC as an outpatient or inpatient from any source and if a person presents for treatment of injuries related to domestic violence; or if one has knowledge of or observes a child who one knows or reasonably suspects is the victim of child abuse; or if one has knowledge of, or reasonably suspects that in elder or a dependent adult is the victim of elder/dependent adult abuse.

SECTION 12: SAFETY

Check below this position's responsibilities and obligations with regard to workplace health and safety.

- Must be familiar with and comply with specific and detailed safety procedures, such as biosafety and confined entry requirements, radiation safety and biosafety protocols, asbestos removal procedures, specifics of Material Safety Data Sheets, etc.
- Must be able to appropriately fit and wear personal protective equipment (PPE) such as TB masks, goggles, face shields, gowns, gloves and protective safety equipment such as safety glasses and safety shoes.
- Must participate in medical monitoring programs, including film badges, cholinesterase tests, bioassay tests, tuberculosis tests, serum tests, etc.
- Must participate in preventive medical programs, including immunizations, medical surveillance, and physical examinations.

All supervisors and managers are responsible for preventing accidents, providing required safety training, observing safety standards and general safety requirements, and ensuring their staff complies with relevant health and safety responsibilities and obligations.

SECTION 13: SMOKE AND TOBACCO-FREE WORK ENVIRONMENT

Improving health and maintaining a healing environment is our top priority and as such, the Health System is committed to a smoke and tobacco-free environment. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited in all outdoor areas surrounding health system facilities and buildings on UC Davis' Sacramento campus. For most other health system locations, smoking is prohibited indoors and in any outdoor area on UC Davis Health System property, owned or leased. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) is also strictly prohibited inside any vehicle owned, leased or occupied by UC Davis Health System or its employees (regardless of where the vehicle is situated), and in any vehicle parked at a location where smoking is completely prohibited. (UCDHS No Smoking and Tobacco-Free Policy ID: 1628)

All supervisors and managers are responsible for observing these standards and ensuring their staff complies at all times.

PRINCIPLES OF COMMUNITY

The Principles of Community affirm the inherent dignity in all of us, the right of freedom of expression, the responsibility to reject discrimination and the need to build a community of mutual respect and caring. The Principles of Community are stated below:

"The University of California, Davis, is first and foremost an institution of learning and teaching, committed to serving the needs of society. Our campus community reflects and is a part of a society comprising all races, creeds and social circumstances. The successful conduct of the university's affairs requires that every member of the university community acknowledge and practice the following basic principles:

We affirm the inherent dignity in all of us, and we strive to maintain a climate of justice marked by respect for each other. We acknowledge that our society carries within it historical and deep-rooted misunderstandings and biases, and therefore we will endeavor to foster mutual understanding among the many parts of our whole.

We affirm the right of freedom of expression within our community and affirm our commitment to the highest standards of civility and decency towards all. We recognize the right of every individual to think and speak as dictated by personal belief, to express any idea, and to disagree with or counter another's point of view, limited only by university regulations governing time, place and manner. We promote open expression of our individuality and our diversity within the bounds of courtesy, sensitivity and respect.

We confront and reject all manifestations of discrimination, including those based on race, ethnicity, gender, age, disability, sexual orientation, religious or political beliefs, status within or outside the university, or any of the other differences among people which have been excuses for misunderstanding, dissension or hatred. We recognize and cherish the richness contributed to our lives by our diversity. We take pride in our various achievements, and we celebrate our differences.

We recognize that each of us has an obligation to the community of which we have chosen to be a part. We will strive to build a true community of spirit and purpose based on mutual respect and caring."

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The National Standards for Culturally and Linguistically Appropriate Health Care Services (CLAS) affirms the responsibility of health care workers to provide understandable, effective and respectful care in a manner compatible with a patient's cultural health beliefs and practices and preferred language. UCDHS supports CLAS and the Principles of Community by recruiting, retaining and promoting a diverse employee population while proudly serving a diverse patient population.

The fourteen CLAS Standards can be reviewed at http://www.ucdmc.ucdavis.edu/hr/hrdepts/eod/clas_1_14.html.