

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

## CLASS SPECIFICATION

07/27/17

ADVANCE PRACTICE PROVIDER, 2325

**SUMMARY OF DUTIES:** Employees are responsible for obtaining medical histories, performing physical examinations, ordering and interpreting diagnostic tests, assessing medical conditions, providing medical care and treatment, and performing related duties as required under standardized procedures and/or protocols established by the department.

**DISTINGUISHING FEATURES:** An employee of this class acts in place of a physician in performing pre-employment medical examinations of applicants for City positions and employees requesting or returning to duty, and conducts periodic mandated medical exams of current City employees. Perform patient triage, evaluation, obtaining and evaluating patient histories, providing medical care and treatment, and all necessary record keeping related to medical care/service provided for the City's jail population. Employees in this class work under established protocols and/or procedures with general supervision by a Physician within the Medical Services Division.

**EXAMPLES OF DUTIES:** An Advance Practice Provider:

- Performs triage and assessment;
- May provide medical emergency care and render first aid;
- Obtains health histories;
- Performs physical examinations;
- Orders X-rays and laboratory tests;
- Performs routine diagnostic tests;
- Establishes diagnoses;
- Treats and manages health problems;
- Administers immunizations and injections;
- Instructs and counsels patients;
- Provides continuing care to patients in the jail clinics;
- Provides referrals within the health care system;
- Performs minor surgery; and

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies

**Qualifications:** Incumbents must have the following knowledges and abilities:

**Knowledge of:**

- Professional medical theories and practices;

- Techniques for taking medical histories and conducting physical examinations;
- Safety principles and practices; and
- Medication management for routine medical conditions.

**Ability to:**

- Act independently and in accordance with established protocols and/or procedures;
- Operate medical emergency equipment and apparatus and render first aid;
- Communicate effectively, efficiently and deal tactfully with patients, City employees, candidates for City employment, other medical providers, and the public;
- Evaluate technical medical data and make diagnoses;
- Conduct comprehensive and focused physical examinations, including medical tests;
- Review medical records, test results, and other documents and take appropriate actions or interventions; and
- Complete all necessary record keeping related to the medical care/services provided.

**Minimum Requirements:**

1. Must be licensed as a Registered Nurse and certified as Nurse Practitioner by the California Board of Registered Nursing or be licensed as a Physician Assistant by the California Physician Assistant Board; and
2. Must have documentations of education and training in specialty area appropriate to the clinical assignment; and
3. Possess the ability to provide drug/medication orders.

**Physical Requirements:**

Strength to perform average lifting up to 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all the duties, responsibilities and required qualifications of any position shall be.**