



**TO: SOUTHERN NEVADA DISTRICT BOARD OF HEALTH      DATE: June 23, 2016**




**RE:** *Approval of revisions to classification specifications for Advanced Practice Registered Nurse (APRN), Schedule 27 (\$73,445 - \$97,427); Physician Assistant (PA), Schedule 27 (\$73,445 - \$97,427); and Grants Research and Development Specialist, Schedule 23 (\$59,883 - \$79,373), to include title change to Grants Writer.*

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### **PETITION #28-16**

**That the Southern Nevada District Board of Health** *approve revisions to existing classification specifications for Advanced Practice Registered Nurse (APRN), Physician Assistant (PA) and Grants Research and Development Specialist, to include a title change to Grants Writer.*

### **PETITIONERS:**

**Shandra Hudson, MBA, SPHR, SHRM-SCP, Human Resources Administrator**   
**Andrew J. Glass, FACHE, MS, Director of Administration**   
**Joseph P. Iser, MD, DrPH, MSc, Chief Health Officer** 

### **DISCUSSION:**

For operating purposes and efficiency, the APRN specification revisions correspond to Nevada State Board of Nursing requirements, and updates to the PA specification ensure alignment with Nevada State Board of Medical Examiners requirements. The APRN and PA training and experience guidelines were adjusted accordingly.

The Grants Research and Development Specialist specification changed to provide a preferred and suitable title to Grants Writer, and language pertaining to budgets was removed to place greater focus on the primary responsibility of writing grants and performing related duties as circumstances dictate.

### **FUNDING:**

There are no impacts to funding associated with this request for revision approvals.

**ADVANCED PRACTICE REGISTERED NURSE (APRN)**

**DEFINITION**

The APRN is responsible for providing direct patient care in the context of focused and/or comprehensive health care visits within the assigned public health clinical programs in accordance with SNHD standards and guidelines in a competent, efficient, sensitive, professional manner.

**SUPERVISION RECEIVED AND EXERCISED**

- Receives direction from higher level supervisory or management staff
- Exercises technical and functional supervision over clerical and professional staff

**EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES** – *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills*

- Obtain appropriate patient health history; provide health related screenings; conduct and appropriately document medical examination as related to assigned public health clinic(s) and program(s)
- Perform general physical examinations including heart, neck, pulmonary chest, cardiovascular, abdominal, and other routine exams; perform pelvic and breast examinations; initiate and perform selected diagnostic tests
- Offer and provide specialized screening procedures, discuss and provide medications, confirm patient understanding of medications and related procedures.
- Identify physical and emotional illnesses through observations, interpretations of laboratory findings, and analysis of patient medical records; analysis of diagnostic tests and physical exam; prescribe and administer medications; provide or assist in providing appropriate medical care, and provide appropriate community referrals as needed
- Counsel patients under medical treatment programs in order to assess their health progress; identify reoccurring problem areas; establish written and verbal treatment plans to solve specific problem areas; evaluate compliance with the treatment program and modify treatment program based on patient response to treatment
- Provide health related counseling on the prevention of communicable diseases; coordinate health programs with community organizations and agencies; provide general health related information and instruction to individuals and families
- Provide relevant health instruction, health promotion, and health maintenance for assigned clinical program(s) such as family planning, sexual health, tuberculosis, or immunizations
- Provide HIV risk assessment evaluation, pre-test counseling, testing, and post-test counseling
- Maintain operational activities and patient care for assigned clinic(s) and program(s); participate in a variety of health care responsibilities including administering immunizations, performing pregnancy and tuberculosis tests, and diagnosing and treating clients for drug addiction, sexually transmitted disease and other illnesses
- Assist with medical emergencies; administer first aid for minor injuries and health problems including fainting, seizures, vomiting, and other minor injuries or health problems
- Participate in departmental meetings, quality assurance activities, and trainings which affect policies related to the delivery of health care
- Provide clinical supervision of unlicensed personnel and licensed practical nurses as needed
- Serve as clinical preceptor to health professions and public health students; review work of registered nurses, licensed practical nurses, and assistants to ensure compliance with proper and established health care procedures
- Collaborate with members of the health care team, SNHD programs, community agencies, and resources through joint planning and coordination of activities in providing comprehensive care
- Perform related duties and responsibilities as required

**SOUTHERN NEVADA HEALTH DISTRICT**  
**Advanced Practice Registered Nurse (*Continued*)**

**QUALIFICATIONS**

**Knowledge of:**

- Advanced principles, procedures, methods and techniques of health care including assessment, diagnosis, plan of care, implementing interventions, evaluations and referrals
- Evidence based and/or research informed medical treatments for a variety of health status
- Normal growth patterns of newborns and infants
- A variety of contagious and transmittable diseases, how they are contracted and spread, and their proper treatments and immunizations
- A variety of possible reactions or side effects to vaccines and immunizations
- Procedures and methods of laboratory testing and interpretation
- A variety of community agencies and other outside resources available to patients
- Medical terminology
- Principles and procedures of medical record keeping
- Principles and procedures of medical report preparation
- Universal precautions and infection control practices
- Pertinent Federal, State, and local laws, codes and regulations regarding health care

**Ability to:**

- Perform general physical examinations
- Prepare and perform diagnostic tests in order to evaluate treatments for patients with a variety of infections and illnesses
- Systematically assess the health status of persons and families
- Provide responsible and advanced nursing and health care
- Administer a variety of prescribed medications
- Administer proper vaccines and immunizations
- Insert, fit, examine, and remove a variety of female contraceptives
- Teach patients about proper uses of birth control and emergency contraception
- Perform selected diagnostic procedures
- Respond to emergency situations
- Administer first aid
- Interview patients prior to examinations in order to assess their health statuses
- Counsel patients on a variety of health care related issues
- Operate standard medical testing equipment
- Prepare, perform and interpret laboratory tests
- Prepare medical records and reports
- Understand and follow oral and written instructions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain cooperative working relationships with those contacted in the course of work

**Training and Experience Guidelines**

**Training:**

- A Master's degree from an accredited college or university with major course work in nursing or a related health field that is acceptable to the Nevada State Board of Nursing for certification as an Advanced Practice Registered Nurse; Certification as an advanced practice registered nurse by a nationally recognized certification agency approved by the Nevada State Board of Nursing.

**OR**

**SOUTHERN NEVADA HEALTH DISTRICT**  
**Advanced Practice Registered Nurse (Continued)**

- Alternate APRN qualification if certification is prior to July 2014 as set forth by the Nevada State Board of Nursing.

**Experience:**

- One year of experience as an advanced practice registered nurse preferred.

**Working Conditions**

- Must perform SNHD services with individuals having disease conditions
- Standing and stooping for extended periods of time

**License or Certificate**

- Possession of, or ability to obtain, an appropriate, valid State Advanced Practice Registered Nurse License
- Possession of an appropriate, valid State Registered Nursing License
- Possession of, or ability to obtain, an appropriate, valid CPR Certificate
- Possession of, or ability to obtain, an appropriate, valid Nevada driver's license

**Conditions:**

*All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*

*New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.*

Bargaining Unit Eligible  
FLSA Exempt  
Schedule 27

Approved by the Board of Health on 04/28/94

Revisions approved by the Board of Health on 3/27/08

Exemption Status Revised per MOA with the SEIU effective on 1/4/14

Classification Revision Approved 2/23/15



**Physician Assistant (PA)**

**DEFINITION**

The PA is responsible for providing direct patient care in the context of focused and/or comprehensive health care visits within the assigned public health clinical programs in accordance with SNHD standards and guidelines in a competent, efficient, sensitive, professional manner.

**SUPERVISION RECEIVED AND EXERCISED**

- Receives direction from supervising physician and higher level supervisory or management staff.
- Exercises technical and functional supervision over clerical and professional staff.

**EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES** – *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills*

- Obtain appropriate patient health history; provide health related screenings; conduct and appropriately document medical examination as related to assigned public health clinic(s) and program(s)
- Perform general physical examinations including heart, neck, pulmonary chest, cardiovascular, abdominal, and other routine exams; perform pelvic and breast examinations; initiate and perform selected diagnostic tests
- Offer and provide specialized screening procedures, discuss and provide medications, confirm patient understanding of medications and related procedures.
- Identify physical and emotional illnesses through observations, interpretations of laboratory findings, and analysis of patient medical records; analysis of diagnostic tests and physical exam; prescribe and administer medications; provide or assist in providing appropriate medical care, and provide appropriate community referrals as needed
- Counsel patients under medical treatment programs in order to assess their health progress; identify reoccurring problem areas; establish written and verbal treatment plans to solve specific problem areas; evaluate compliance with the treatment program and modify treatment program based on patient response to treatment
- Provide health related counseling on the prevention of communicable diseases; coordinate health programs with community organizations and agencies; provide general health related information and instruction to individuals and families
- Provide relevant health instruction, health promotion, and health maintenance for assigned clinical program(s) such as family planning, sexual health, tuberculosis, or immunizations
- Provide HIV risk assessment evaluation, pre-test counseling, testing, and post-test counseling
- Maintain operational activities and patient care for assigned clinic(s) and program(s); participate in a variety of health care responsibilities including administering immunizations, performing pregnancy and tuberculosis tests, and diagnosing and treating clients for drug addiction, sexually transmitted disease and other illnesses
- Assist with medical emergencies; administer first aid for minor injuries and health problems including fainting, seizures, vomiting, and other minor injuries or health problems
- Participate in departmental meetings, quality assurance activities, and trainings which affect policies related to the delivery of health care
- Provide clinical supervision of unlicensed personnel and licensed personnel as needed
- Serve as clinical preceptor to health professions and public health students; review work of registered nurses, licensed practical nurses, and assistants to ensure compliance with proper and established health care procedures
- Collaborate with members of the health care team, SNHD programs, community agencies, and resources through joint planning and coordination of activities in providing comprehensive care
- Perform related duties and responsibilities as required

## **SOUTHERN NEVADA HEALTH DISTRICT**

### **Physician Assistant (*Continued*)**

#### **QUALIFICATIONS**

##### **Knowledge of:**

- Advanced principles, procedures, methods and techniques of health care including assessment, diagnosis, plan of care, implementing interventions, evaluations and referrals
- Evidence based and/or research informed medical treatments for a variety of health status
- Normal growth patterns of newborns and infants
- A variety of contagious and transmittable diseases, how they are contracted and spread, and their proper treatments and immunizations
- A variety of possible reactions or side effects to vaccines and immunizations
- Procedures and methods of laboratory testing and interpretation
- A variety of community agencies and other outside resources available to patients
- Medical terminology
- Principles and procedures of medical record keeping
- Principles and procedures of medical report preparation
- Universal precautions and infection control practices
- Pertinent Federal, State, and local laws, codes and regulations regarding health care

##### **Ability to:**

- Perform general physical examinations
- Prepare and perform diagnostic tests in order to evaluate treatments for patients with a variety of infections and illnesses
- Systematically assess the health status of persons and families
- Provide responsible health care
- Administer a variety of prescribed medications
- Administer proper vaccines and immunizations
- Insert, fit, examine, and remove a variety of female contraceptives
- Teach patients about proper uses of birth control and emergency contraception
- Perform selected diagnostic procedures
- Respond to emergency situations
- Administer first aid
- Interview patients prior to examinations in order to assess their health statuses
- Counsel patients on a variety of health care related issues
- Operate standard medical testing equipment
- Prepare, perform and interpret laboratory tests
- Prepare medical records and reports
- Understand and follow oral and written instructions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain cooperative working relationships with those contacted in the course of work

#### **Training and Experience Guidelines**

##### **Training:**

- Completion of a course of training in residence as a Physician's Assistant approved by the Committee on Allied Health Educations and Accreditation, the Commission on Accreditation of Allied Health Education Programs or the Accreditation Review Committee on Education for the Physician Assistant, which are affiliated with the American Medical Association.
- Certification by the National Commission on Certification of Physician's Assistants.
- Meet all the requirements in accordance with the NAC 630.280 to 630.415 in accordance with NAC 630.280 to 630.415.

## SOUTHERN NEVADA HEALTH DISTRICT

### Physician Assistant (Continued)

#### Experience:

- One year of experience as a physician assistant

#### Working Conditions

- Must perform SNHD services with individuals having disease conditions
- Standing and stooping for extended periods of time

#### License or Certificate

- Possession of an appropriate, valid State Physician's Assistant license.
- Possession of, or ability to obtain, an appropriate, valid CPR certificate.
- Possession of, or ability to obtain, an appropriate, valid Nevada driver's license.

#### Conditions:

*All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*

*New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.*

Bargaining Unit Eligible  
FLSA Exempt  
Schedule 27

Approved by the Board of Health on 04/28/94

Revisions approved by the Board of Health on 3/27/08

Exemption Status Revised per MOA with the SEIU effective on 1/4/14

Classification Revision Approved 2/23/15

## **GRANTS WRITER**

### **DEFINITION**

To identify, research, write and submit grant applications.

### **SUPERVISION RECEIVED AND EXERCISED**

- Receives general administrative direction from the Director of Administration, or higher level staff.

**EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES** *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Identify diversified funding and grant sources for current and new or expanded District programs and activities
- Coordinate proposals with the strategic business plan and mission of the District
- Prepare, and maintain updated internal assessments of projects and initiatives requiring funding resources
- Develop and prepare grant applications including writing/amending program descriptions and compiling required data
- Coordinate and manage preparation and writing of grant applications in a timely manner
- Initiate and maintain communication with relevant agencies and personnel, internally and externally
- Develop procedures and systems to maintain and archive all internal documents and documentation related to assigned grants, including drafts, originals and subsequent versions of contracts, proposals, general communication, technical documents, white papers, policies and procedures, guidelines, agendas, plans and programs, meeting minutes, etc.
- Develop reference, instruction and information services for staff as requested
- Provide consultation services on research strategies, tactics and tools for the development of grants for submission as requested
- Develop and provide staff with templates and boiler plate documents to assist in grant preparation
- Facilitate access to diverse scientific, medical, technical and business research/reference services as requested
- Review books, journals, technical reports and electronic media relevant to Health District funding and business development needs, and maintain a high level of awareness of current trends, methods, strategies, and applicable technologies
- Anticipate District information needs to ensure information and resources are in step with industry trends and Health District needs
- Evaluate and recommend potential technologies, tools and data sources for data research to support grant application and report preparation
- Assist in gathering data and presentation of public health data, including current demographics for grant applications and reports
- Prepare monthly reports/summaries on status of grants
- Perform related duties as assigned

### **QUALIFICATIONS**

#### **Knowledge of:**

- Modern Office procedures, methods and computer equipment
- Applicable Federal and State laws, District policies, rules and regulations
- MS Word, Excel and Internet
- Database applications
- Document Management Systems



## **SOUTHERN NEVADA HEALTH DISTRICT**

### **Grants Writer (*Continued*)**

- Successful grant writing strategies
- Electronic information sources

#### **Ability to:**

- Prepare, develop, and /or write complex grant applications and funding proposals
- Provide excellent/proven written communication skills
- Work independently and provide self initiative
- Learn, interpret and apply policies, laws, rules and regulations
- Work cooperatively with diverse staff
- Work flexibly and creatively in a rapidly changing environment
- Maintain high work standards under minimal supervision
- Analyze and present data effectively
- Provide relevant research results in a timely and easily understood manner
- Complete grant applications efficiently and effectively
- Maintain expert level of organizational skills, manual and electronic
- Provide strong analytical skills with attention to detail
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contracted in the course of work

#### **Training and Experience Guidelines**

##### **Training:**

- Equivalent to a bachelor's degree in public administration, business administration, statistics, grant administration, or related subject

##### **Experience:**

- Four years of experience in grant writing, business development, administrative analysis, grant administration or closely related experience

#### **License or Certificate**

- Possession of, or ability to obtain, an appropriate, valid Nevada driver's license

#### **Conditions:**

*All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*

*New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.*

Bargaining Unit Eligible

FLSA Non-Exempt

Schedule 23

Approved by the Board of Health on 5/23/02

Revisions approved by the Board of Health on 2/22/07

Revisions approved by the Board of Health on 3/27/08