

DUTY STATEMENT

GS 907T (REV. 04/02)

SHADED AREA FOR HUMAN RESOURCES ONLY**INSTRUCTIONS:** Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

RPA-

EMS

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY Emergency Medical Services Authority	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED	3. CLASS TITLE Nurse Practitioner
4. WORKING HOURS/SCHEDULE TO BE WORKED	5. SPECIFIC LOCATION ASSIGNED TO
6. PROPOSED INCUMBENT (if known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 312-700-8212-906

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under direction of the Physician and Surgeon, the Nurse Practitioner is a member of an assigned California Medical Assistance Team (CAL-MAT). The Nurse Practitioner provides those who are seriously injured due to a disaster or major emergency.

9. Percentage of time performing duties 10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)

The Nurse Practitioner will:

35%

- Plan, provide, and evaluate health care services in a disaster health care facility environment.
- Perform a physical assessment of patients injured or who have become ill due to a disaster or major emergency.
- Conduct a clinical assessment including constructing and interpreting a medical history and providing case management services to those injured or who have become ill due to disaster or major emergency.
- Provide treatment to those injured or who have become ill due to a disaster or major emergency.

30%

- Evaluate and assess patient behavior to determine if specialized clinical services are needed.
- Perform and interpret selected laboratory tests and use results to develop an appropriate treatment plan.
- Identify problems, and develop and implement treatment plans for patients injured or who have become ill due to disaster or major emergency.

11. SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

12. EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
20%	<ul style="list-style-type: none"> • Administer medications and treatments authorized by physicians. • Record information on patients' chart and maintain accurate records of intake and output.
15%	<ul style="list-style-type: none"> • Seek expert opinion or advice of the CAL-MAT team physician when case falls outside of protocol of assignment. • Refer patients to physician for consultations and to specialized health resources for treatment.
<p>KNOWLEDGE AND ABILITIES</p>	
<p>Knowledge of: Current trends and concepts of professional nursing practices; laws and regulations relating to the practice of medicine and nursing science basic to medicine (anatomy, pathophysiology, pharmacology, and microbiology); principles and practices of clinical assessment; principles and practices of common health problems; fundamentals of research; principles of mental health; causes, treatment and prevention of communicable diseases, chronic diseases, handicapping conditions, mental illness and other disabling conditions; principles of clinical consultation, continuity of patient care, and the community aspects of health services.</p>	
<p>Ability to: Work effectively with individuals and families to assist them in solving physical, mental and social health problems; work effectively as a member of a health team; speak and write effectively including the preparation of clear and concise reports; recognize social problems which affect health; instruct in the prevention of disease, good health practices, and the health care of an ill or injured person; participate in the development of standardized procedures, and in accordance with established protocol, construct and interpret a medical history, perform a physical assessment, evaluate patient behavior, perform and interpret selected laboratory tests, and identify problems and develop and implement treatment plans for patients; maintain effective working relationships with other departments and agencies and the community; consult effectively with physicians and allied health personnel.</p>	
<p>SPECIAL REQUIREMENTS</p>	
<p>Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating 12 hour shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.</p>	
<p>Travel within and outside the State of California is required for this position.</p>	
<p>DESIRABLE QUALIFICATIONS</p>	
<ul style="list-style-type: none"> • Knowledge of and/or experience in disaster planning and response, emergency medical services, public health administration and/or or a health/ medical background; principles and techniques of organization, administration, and management; purposes, activities, and legislation of the Emergency Medical Services Authority. • Excellent leadership and problem solving skills, • Analyze situations accurately, make recommendations, and take effective action. • Willingness to work as a team member with other professional staff; willingness to provide patient-oriented services. 	
<p>INTERPERSONAL SKILLS</p>	
<ul style="list-style-type: none"> • Work well as part of a team and independently as necessary • Build good working relationships with constituents, colleagues, and consultants. 	

WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES

- Shall be required to work in the field, with a Mission Support Team, or location to provide assistance in emergency response and recovery activities.
- Ability to accept a 14 consecutive day deployment with the potential to decrease or extend (This means all personal appointments should be cleared before accepting this assignment).
- Ability to work irregular work hours (7 days a week, 12 hour shifts)
- Ability to function in austere living conditions such as base camp style (or similar) housing/lodging.
- Ability to self-sustain for first 24 to 72 hours.
- Ability to effectively handle stress, multiple tasks and tight deadlines calmly and efficiently.
- Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local and the federal government.
- Ability to consistently exercise good judgment and effective communication skills.

PHYSICAL ABILITY:

Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental, and emotional) situations as may be encountered during deployments without compromising their health and well-being, or that of their fellow team members or patients.