

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title:** NURSE PRACTITIONER

**Reports To:** Designated Supervisor

**UW Job Code:** 3987

**UW Job Family:** 3A - Health/Medical Professional

**SOC Code:** 29-1171

**FLSA:** Exempt

**Pay Grade:** 26

**Date:** 4-1-95 (revised 6-15-01; 7-1-02; 6-19-03; 7-1-04; 7-1-08; 6-15-22)

### **JOB PURPOSE:**

Provide patient services; perform diagnostic and therapeutic procedures under a collaborative agreement with a physician.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Obtain detailed patient histories and conduct physical examinations; coordinate consultations and hospitalizations.
- Determine possible diagnoses; order and perform laboratory, radiological and special examinations or tests required for evaluation of illnesses; integrate clinical data, plan subsequent diagnostic measures and manage therapeutic measures according to established guidelines.
- Advise patient on health, preventative care, diet, and diseases; confer with social and other services providing care after discharge and for outpatient services; provide advice to family members as necessary.
- Perform minor surgical procedures.
- Provide routine follow-up care including appropriate adjustment of medications; complete and maintain accurate patient records.
- Plan appropriate intervention management.

### **SUPPLEMENTAL FUNCTIONS:**

- Provide guidance to pharmacy, lab staff, x-ray staff, nursing staff, and precept Nurse Practitioner students on accepted procedures.
- Contribute to internal clinical studies at Student Health Service, as directed.
- Participate as member and/or chairperson on department and university committees.

**COMPETENCIES:**

- Analysis/Problem Identification
- Attention to Detail
- Collaboration
- Judgment
- Sensitivity
- Quality Orientation
- Technical/Professional Knowledge
- Individual Leadership

**MINIMUM QUALIFICATIONS:**

Education: **Master's degree in Nursing**

Experience: **3 years nurse practitioner experience**

Required licensure, certification, registration or other requirements:

- **Valid State of Wyoming authorization as a Nurse Practitioner.**
- **Prescriptive authority in the State of Wyoming.**
- **National certification in degree specialty.**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Medical information and treatment procedures.
- Primary care principles and practices.
- Clinical operations and procedures.
- Drug regimens and their indications, contraindications, dosing, side effects, and proper administration.
- Infection control standards and safe working conditions with blood or blood-borne pathogens.
- Safety regulations applicable to medical clinic areas.
- Basic surgical procedures for clinic environment, including pre-op and post-op procedures.
- Current and emerging trends in technologies, techniques, methods, issues and approaches in area of expertise.
- Supervisory methods, techniques and practices.
- Clinic practice procedures including patient charting and obtaining patient histories.
- University, state and federal applicable rules, regulations and procedures.
- Cardiopulmonary resuscitation (CPR) procedures.

Skills and Abilities to:

- Interview, assess, observe, and diagnose medical conditions, record symptoms, reactions and progress.
- Prescribe appropriate medication and treatment procedures.
- Effectively communicate medical information clearly with interpersonal skills.

- Consult with and provide guidance to nursing, pharmacy, and x-ray staff.
- Provide surgical procedures.
- Educate patients and/or families as to the nature of the disease or medical condition, and provide instructions on proper care and treatment.
- Maintain quality, safety, and infection control standards and work safely with blood or blood-borne pathogens.
- React calmly and effectively in emergency situations.
- Move up to 25 pounds regularly.
- Foster a cooperative team environment.

**WORKING CONDITIONS:**

Medical clinic environment; regular exposure to biological and chemical hazards, fumes, vapors, noise and working in confined areas; standing, sitting reaching, and using hands are regular requirements of the position.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.