



REQUEST FOR BOARD ACTION

ITEM NO. 17.

DATE OF MEETING: June 27, 2011

REQUESTED BY: Amber M. Parker, Interim Health Director

SHORT TITLE: Resolution Amending the Pender County Pay & Classification Plan

BACKGROUND: In response to recent departmental assessments, including evaluation of staffing and operational issues by the State Nursing Consultants, recommendations are being made to create a new position within the Health Department organizational structure. The recommendation is to create a Physician Extender II position. The purpose of creating the new position is to continue to provide adult and child health services to the public in an efficient manner. Former adult and child health services were provided through costly contracts with private physicians. An analysis of contracting versus creating a position has indicated that establishing a full-time Physician Extender II position will allow for the most effective use of funds which will maximize the provision of services to citizens.

The Office of State Personnel has been consulted on the positions and has assisted in drafting position titles, job descriptions and in recommending the appropriate salary grades. The Board of Health has previously discussed and concurs with these recommended position changes.

The Physician Extender II position is recommended at a salary grade of 78 (\$66,406 - \$107,910) and will be responsible for duties that are described on attached job description.

The department will be able to operate in a more cost effective and efficient manner, better manage finances, and provide proper oversight for the nursing program with the addition of these two positions. Funds have been budgeted in the FY 2012 budget to support this position.

SPECIFIC ACTION REQUESTED: To consider a resolution amending the Pender County Pay & Classification Plan to add a Physician Extender II position.

COUNTY MANAGER'S RECOMMENDATION

Respectfully recommend approval.

MB
Initial

RESOLUTION

NOW, THEREFORE BE IT RESOLVED by the Pender County Board of Commissioners that:

the Board hereby authorizes amending the Pender County Pay & Classification Plan to add the following position: Physician Extender II (Grade 78). The Chairman/County Manager is authorized to execute any/all documents necessary to implement this resolution.

AMENDMENTS:

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS

YEA VOTES: Brown ___ Tate ___ Rivenbark ___ Ward ___ Williams ___

George R. Brown, Jr., Chairman Date

ATTEST Date

(This Space for Personnel Dept. Use Only)

1. Present Classification Title of Position Physician Extender II	7. Pres. 15 Digit, Pos.No., Prop.15 Digit, Pos. No.
2. Usual Working Title of Position Same	8. Dept. University, Commission, or Agency Pender County Health Department
3. Requested Classification of Position Physician Extender II	9. Institution & Division Human Services
4. Name of Immediate Supervisor Not Available	10. Section and Unit Nursing
5. Supervisor's Position Title & Position Number Director of Nursing	11. Street Address, City and County 803 S. Walker Street
6. Name of Employee Not Available	12. Location of Workplace, Bldg, and Room No. Health Department Building

I. A. Primary Purpose of Organizational Unit:

The Pender County Health Department is a tax supported health agency. It is concerned with all the health problems affecting the residents of Pender County. The Health Department's director and the local Board of Health are responsible for organizing and administering the Health Department.

1. to protect its county from disease
2. to detect disease and abnormalities in early stages
3. to lessen the ill effects of disease
4. to promote health
5. to provide a safe and healthful environment
6. to keep the community informed about health matters.

B. Primary Purpose of Position:

The primary purpose of this position is to expand and enhance primary care services available to the medically uninsured/underinsured population of Pender County. While work is primarily performed on an independent basis, general supervision is received from the Director of Nursing and Medical Director, who reviews work through analysis of reports received and through periodic conferences.

C. Work Schedule:

Routine work schedule is Monday through Friday, 8:00am to 5:00 pm. There will be occasions when the employee is expected to be involved in meetings or activities extending the work day beyond the routine 8-hour work schedule or weekends. Employee is subject to be called anytime a situation exist requiring disaster health services or emergency shelters. **This is an exempt position.**

D. Change In Responsibilities or Organizational Relationship:

This is a new position within the organization.

II. A. DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

The duties of this position include providing primary care services to the citizens of Pender County. Services will be directed primarily toward the management of chronic disease in this population and will not typically include acute care. Duties and responsibilities include giving a medical diagnosis, ordering therapy, and

prescribing medications outlined in the approved formulary. Physician Extender II will obtain patient histories, conduct physical examinations, perform appropriate diagnostic and therapeutic procedures, record information in patient charts, communicate with Nursing Supervisor, coordinate with Medical Director, develop and maintain health care and therapeutic plans, and counsel patients.

II. B. OTHER POSITION CHARACTERISTICS:

1. Accuracy required in Work:

Accuracy in work is extremely critical.

2. Consequence of Error:

Inattention to detail and errors can have serious consequences to a patient's health or cause undue liability for the clinic and health department.

3. Instructions Provided to Employee:

Daily work is performed with considerable independence. An employee in this position has some professional latitude to implement short-range plans and changes based on personal preferences provided these changes are in compliance with established clinic and health department policies and general operating procedures. Significant or long-range plans and changes are coordinated with the supervising physician, health director and other members of the health care team (i.e., pharmacist, director of nursing). Extender receives less physician supervision in dealing with unusual conditions and complex problem; however, these conditions may need to be reported to the Medical Director. Conditions outside the approved area of expertise are referred to a physician, as outlined in the patient care protocols and medical guidelines.

4. Guides, Regulations, Policies and References Used by Employee:

Policy and procedures adopted and implemented by the health department and medical protocol approved by the physician. Medical journals, manuals and related publications.

5. Supervision Received by Employee:

Immediate daily guidance will generally be through the Director of Nursing and professional practice guidance and supervision shall be received by the Medical Director.

6. Variety and Purpose of Personal Contacts:

Work requires contacts with specific patient population and families who may be unfamiliar with the work function, or with special groups as mental patients or prisoners; may also have contact with physicians, nurses, and other medical personnel. Contacts frequently require persuading and influencing patients to pursue medical treatment or another course of action.

7. Physical Effort:

Requires the ability to talk, hear, feel, bend, stoop, walk, stand for periods of time, and occasional lifting

8. Work Environment and Conditions:

Periodically exposed to patients who may be difficult to work with and a mildly disagreeable work environment.

9. Machines, Tools, Instruments, Equipment and Materials Used:

Otoscope, ophthalmoscope, BP cuff, stethoscope, syringes, needles, speculums, blood sugar monitoring devices, car, computer, fax machine, copier, telephone,

10. Visual Attention, Mental Concentration and Manipulative Skills:

Visual attention is required to perform a physical assessment; must be able to see to read and write in obtaining a medical history. Mental concentration is essential due to volume of patients assessed and their diversity in language spoken, cultures, and medical problems.

11. Safety for Others:

Will be responsible for performing safe procedures according to standard operations and providing a safe clinical environment to prevent any injury to clients. Will use universal precautions to prevent communicable diseases.

12. Dynamics of Work:

Will see a wide range of disease processes, cognitive abilities, languages, and cultures on a daily basis and will need to make changes in his/her approach to providing services.

III. KNOWLEDGE, SKILLS & ABILITIES AND TRAINING & EXPERIENCE REQUIREMENTS:

A. Knowledge, Skills and Abilities:

Thorough knowledge of techniques of interviewing, medical and relevant history taking, principles and practices of general medicine and disease states as they relate to the area of work; thorough knowledge of health appraisal tools, laboratory tests and findings, material medica, and therapeutic procedures as relate to the area of work; through knowledge and ability to plan a regime of care based on assessment and findings; considerable knowledge of available resources and appropriate referral methods. Skills in performing clinical functions. Ability to examine patients and detect abnormalities; ability to record accurately and completely all information necessary to evaluate and plan care and to convey this to the physician; ability to communicate orally; ability to teach and counsel individuals, families and groups in areas of health maintenance, preventive medicine, and care of the sick; and the ability to establish and maintain effective working relationships with staff and to gain the confidence of patients and families and work effectively with them; some ability to plan and conduct in-service training programs.

B. 1. Required Minimum Training:

Graduation from a Physician Assistant program approved by the N.C. Board of Medical Examiners and "approved to practice medical acts: based on education and experience by the Board of Medical Examiners, and preferably one year of experience as an extender; or graduation from an accredited Surgeon's Assistant Program of at least 24 months duration and "approved to practice medical acts; or licensed as a Registered Nurse by the Board of Nursing, graduation from a Nurse Practitioner program

approved by the N. C. Joint Subcommittee of the Board of Nursing and Board of Medical Examiners, and “approved to practice medical acts’ based on education and experience by the Joint Subcommittee, and preferably one year of experience as an extender; or an equivalent combination of education and experience.

2. Additional Training/Experience:

None

3. Equivalent Training and Experience:

None

C. License or Certification Required by Statute or Regulation:

PA: Current license to practice as a Physician Assistant in North Carolina by the North Carolina Board of Medical Examiners.

NP: Current license to practice as a Registered Nurse and Nurse Practitioner in North Carolina By the North Carolina Board of Medical Examiners.

IV. CERTIFICATION: Signatures indicate agreement with all information provided, including designation of essential functions.

Supervisor's Certification: I certify that (a) I am the Immediate Supervisor of this position, that (b) I have provided a complete and accurate description of responsibilities and duties and (c) I have verified (and reconciled as needed) its accuracy and completeness with the employee.

Signature _____ Title _____ Date _____

Employee's Certification: I certify that I have reviewed this position description and that it is a complete and accurate description of my responsibilities and duties.

Signature _____ Title _____ Date _____

Section or Division Director's Certification: I certify that this position description, completed by the above named immediate supervisor, is complete and accurate.

Signature _____ Title _____ Date _____

Department Head or Authorized Representative's Certification: I certify that this is an authorized, official position description of the subject position.

Signature _____ Title _____ Date _____