

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
Human Resources Division

Class Description  
**NURSE PRACTITIONER**

**Job Purpose**

Provides primary care and advanced nursing services using standardized protocols and procedures in collaboration with a physician preceptor at an assigned District school-based clinic, school site, or wellness center.

**Responsible to**

Nurse Practitioners receive joint administrative direction from Senior Physician, Director of Student Medical Services, or designee; and clinical direction from an assigned School Physician (M.D.) or the Senior Physician.

**Functions**

Essential Functions

1. Performs age-appropriate comprehensive school entry and/or sports physical exams, episodic well and ill child care, immunizations, and minor consent services. Physical exams may include anticipatory guidance, mental health, dental, nutritional, and developmental assessments.
2. Obtains a complete health history and evaluates children for the purpose of diagnosing and treating children according to written standardized procedures.
3. Provides health maintenance care for children, including the implementation and interpretation of diagnostic and therapeutic test relative to the patient's specific needs.
4. Prescribes appropriate pharmacological and non-pharmacological treatment modalities according to diagnosis and written standardized procedures.
5. Uses prescriptive authority, in accordance with state and federal laws and regulations, to treat illness, improve health status, and provide preventative care.
6. Applies and obtains Temporary Full-Scope Medi-Cal health insurance for identified and qualified children.
7. Facilitates the children's navigation within and between health care settings, e.g. referrals to Medi-Cal, specialty clinics, treatment facilities, etc.
8. Maintains accurate records for each child examined and ensures timely documentation and submission of state required forms for the purpose of Medi-Cal/HMO fund reimbursement.
9. Collaborates with multi-disciplinary team members including school physicians, mental health professionals, nurses, and school personnel to ensure timely access to services in order to assist children/families in identifying barriers to learning.
10. Recommends, implements, or monitors interventions to support the child's education plan and modifies them as needed to address the patient's needs.
11. Recognizes situations which require the immediate attention of a physician and initiates life-saving or emergency procedures when necessary.
12. Consults with assigned Medical Preceptor for any medical issues related to the scope of nurse practitioner practice or to suggest improvements to current standardized procedures and protocols.
13. Consults with supervising school physician (M.D.), or Senior Physician, or the Director of Student Medical Services, or designee for any clinical or program related issues.
14. Provides work direction to medical assistants, new nurses and nurse practitioners, and medical residents as needed.
15. Provides nurse practitioner and nursing level assistance in schools designated as shelters during major disasters.

### Other Functions

1. During periods of critical personnel shortage or other emergency situations, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent that are registered with the Office of the Los Angeles County Superintendent of Schools and that are a part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned in accordance with the District/UTLA agreement.

### **Qualifications**

#### Education

An earned master's degree or advanced degree of at least equivalent standard from an accredited college or university

#### License

##### *Required*

1. Possession of a valid, active Nurse Practitioner Certification from the California Board of Registered Nursing
2. Nurse Practitioner Furnishing License and a Drug Enforcement Administration (DEA) Registration number
3. Possession of a valid, active California Registered Nurse License

##### *Desirable*

National Certification as a Nurse Practitioner with a focus on family or pediatric services

#### Credential

One of the following California credentials authorizing service must be in force and on file in the Office of the Los Angeles County Superintendent of Schools:

1. Health and Development Credential authorizing service as a school nurse
2. Service Credential with a specialization in health authorizing service as a nurse
3. School Nurse Services Credential

#### Knowledge, Skills, Abilities, and Personal Characteristics

1. Knowledge of advanced principles, accepted trends, literature, research, and current practices in the field of school nursing
2. Skill in detecting symptoms of communicable diseases and physical defects
3. Ability to follow established written standardized procedures
4. Ability to communicate effectively with students, parents, other District personnel, and community representatives, both individually and as a group
5. Ability to compose and comprehend written communication
6. Ability to work effectively with all racial, ethnic, socioeconomic, linguistic, and disability groups
7. Ability to maintain and submit timely, accurate records of provided services
8. Knowledge of Medi-Cal/HMO health insurance documentation, referral, and billing practices
9. Mobility to traverse all areas of the work site
10. Mobility to respond quickly in an emergency situation
11. Ability to observe and facilitate subordinates' activities
12. Ability to properly use and to care for the materials, supplies, and equipment employed in nursing
13. Knowledge and skill in computer technology

#### Health

Physical and mental fitness to engage in nursing service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

### Special Requirements

1. A valid California driver license and the use of an insured automobile
2. A valid active Health Care Provider CPR card issued by an approved program
3. A valid active First Aid card issued by an approved program
4. Annual Bloodborne Pathogen training (new employees must complete prior to employment)

*NOTE: This is a Nurse Practitioner Salary (NP) Table classification.*

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

JLH