



**EMPLOYMENT OPPORTUNITY**  
REOPENED FOR FURTHER RECRUITMENT

**CLASS:** 2328/2218 **TITLE:** NURSE PRACTITIONER [Trauma] /  
(pc2) **PHYSICIAN ASSISTANT**

**SALARY:** \$56.45 - \$79.90 Hourly

**DEADLINE:** November 20, 2009

**POSTED:** November 6, 2009

**JOB DESCRIPTION:**

The San Francisco General Hospital's **Trauma/Neurosurgical Program** is accepting applications for **one (1) .9 FTE** position in class 2328 Nurse Practitioner [Neurosurgical] or 2218 Physician Assistant. **SHIFT:** To Be Determined. **PATIENT/CLIENT POPULATION:** Infant-toddler, pre-school child and school age child, adolescents, adults, and elderly adults.

*All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker related training as assigned, and to return to work as ordered in the event of an emergency.*

**Appointment Type:** Permanent and Provisional applicants encouraged to apply. Provisional applicants must participate in a Civil Service examination for this job classification to become permanent.

**ESSENTIAL DUTIES:**

The Nurse Practitioner or Physician Assistant, under general nursing/medical direction and utilizing standardized procedures, functions within an organized system for the delivery of health care as a member of the health care team and performs specialized nurse practitioner or physician assistant duties in clinical settings. In collaboration with the supervising physician, essential functions include:

- Manages patient care within the field of specialization;
- Provides health education and counseling to patients;
- Maintains medical records;
- Participates in nursing/ clinic staff meetings and conferences;
- Performs other related duties as assigned/required.

**Specific Neurosurgical Program Duties:**

- Provides neurosurgical and traumatic brain injury care in both the Inpatient and Outpatient settings. The patient population includes adults and children with multi-system acute injury problems;
- Orients and educates medical students and surgical house-staff to the Neurosurgical and Traumatic Brain Injury Program guidelines and protocols;
- Performs other related duties as assigned/required.

**MINIMUM QUALIFICATIONS:**

1. **RN LICENSE:** Possession of a valid California Registered Nurse (RN) license issued by the California Board of Registered Nursing (BRN); **AND**
2. **NP LICENSE:** Possession of a valid California Nurse Practitioner (NP) license issued by the

**CONTINUED**

**2328/2218 Job Flyer [page 2]**

California BRN; **AND**

3. **EDUCATION:** Master's Degree in Nursing (MSN) from an accredited college or university; **AND**
4. **CERTIFICATION:** Possession of national board certification (or eligibility) as a nurse practitioner issued by one of the following recognized national certifying body/organization:
  - American Academy of Nurse Practitioners <http://www.aanp.org>
  - American Nurses Credentialing Center <http://www.nursecredentialing.org>
  - National Certification Corporation for Obstetric, Gynecologic and Neonatal Nursing Specialties (<http://www.nccnet.org/>)
  - National Certification Board of Pediatric Nurse Practitioners and Nurses (<http://www.pncb.org/ptistore/control/index>)
  - Oncology Nurses Certification Corporation (<http://www.oncc.org/>)
  - Critical Care Certification Corporation (no web site); **AND**
5. **SPECIALTY AREA: Trauma**

Documentation of NP specialization in Family Medicine, Adult Medicine, Acute Medicine, Acute Care or Geriatric Medicine; **AND**

Possession of a current drug furnishing number issued by the BRN (or ability to pass credential process within 90 days of hire). Visit <http://www.rn.ca.gov/applicants/ad-pract.shtml#npf> for more information; **AND**

Possession of a Drug Enforcement Agency (DEA) number to furnish controlled substances (or ability to pass credential process within 90 days of hire). Visit <http://www.dea diversion.usdoj.gov/drugreg/index.html> for more information; **AND**

Current ACLS (Advanced Cardiac Life Support) certification

**OR**

6. **PHYSICIAN ASSISTANT LICENSE:** Possession of a valid permanent California License as a Physician Assistant issued by the California Board of Medical Quality Assurance.

**Verification/Waiver: Verification of qualifying experience, education, and/or training is required at the time of filing. Candidates unable to do so may submit a letter requesting a waiver of this requirement indicating the reason(s) verification cannot be obtained. Failure to submit verification or request for waiver will result in application rejection.**

**Condition(s) of Employment:**

All qualified candidates who have been selected for appointment to positions in all specialty areas must be an eligible billable provider and will be required to meet the following criteria:

- Be eligible to participate in Medicare, Medicaid and/or other federal health care programs;
- Possess a National Provider Identifier (NPI);
- Submit a completed credentialing application and/or required documentation for credentialing; **AND**
- Possess a valid third-party billable provider certification (such as Medicare, Medi-Cal and/or private insurance) **OR** have submitted a completed billable provider application, along with the required documentation, in order to obtain the appropriate billable provider status.

Failure to meet these criteria and/or 'Conditions of Employment' within two (2) weeks **PRIOR** to start work date may result in the delay of appointment and/or cancellation of employment offer. Once

**CONTINUED**

**2328/2218 Job Flyer [page 3]**

appointed, all qualified candidates/employees will be required to retain these qualifications throughout length of employment. Failure to demonstrate (show proof) of qualifications shall result in the termination of employment.

**Cardiopulmonary Resuscitation (CPR) Certificate Requirement / Provision:**

Possession of a valid Cardiopulmonary Resuscitation (CPR) Certificate issued by the American Heart Association is required as a provision to employment for all positions. Eligibles who do not possess such a certification may participate in this examination process and be appointed to a position(s), but will be required to obtain the certificate within two (2) weeks of hire date and maintain validity throughout length of employment. A photocopy of the valid Cardiopulmonary Resuscitation (CPR) Certificate must be provided to the appropriate supervisor of the appointment within the allotted time frame. Failure to demonstrate/show proof of possession of valid certification within two (2) weeks of hire date and throughout length of employment may result in dismissal and/or termination of employment.

**DESIRED QUALIFICATION:**

- One (1) year experience as an Acute Care, Trauma, Neurosurgery, Surgical or Family Nurse Practitioner or as an ED, Surgical or Trauma Physician Assistant in an acute care setting, within the last three (3) years
- One (1) year of experience as a Nurse Practitioner/Registered Nurse or as a Physician Assistant in an ICU at a Level I or I II Trauma Center within the last five (5) years
- Successful completion of TNCC

**APPLICATION PROCEDURE:**

Interested individuals must submit a resume and [City and County of San Francisco \(CCSF\) employment application](#) to **Patricia O'Connor, RN, MS, Trauma Program Manager, Ward 3A, San Francisco General Hospital, 1001 Potrero Avenue, San Francisco, CA 94110**. CCSF employment applications may be obtained from DPH Human Resources Services, 101 Grove Street, Room 210, SFGH Human Resource Services, 2789 – 25<sup>th</sup> Street, and LHH Human Resource Services, 375 Laguna Honda Boulevard. Applicants with disabilities requiring reasonable accommodation during the interview process may contact the person/department listed. [www.sfdph.org](http://www.sfdph.org)

**PLEASE NOTE: APPLICANTS MEETING THE MINIMUM QUALIFICATIONS  
ARE NOT GUARANTEED AN INTERVIEW**

*The Department of Public Health is an Equal Opportunity Employer  
Women, Minorities, and Persons with Disabilities are encouraged to apply*

**HR USE ONLY: JOB CATEGORY 200**

**POSTED: November 6, 2009**