



State of New Mexico  
Classification Description

## ADVANCED PRACTICE NURSE

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### **General Summary**

Advanced Practice Registered Nurses (APRN), within the scope of practice, deliver direct client/patient/resident care for acute and chronic illness and disease as a Certified Nurse Practitioner, OR, as a Clinical Nurse Specialist, they provide advanced nursing services in an area of clinical nurse specialty. General responsibilities include assessing, diagnosing, planning, and prescribing pharmacologic and non-pharmacologic treatments, therapeutic and corrective measures, and health promotion and preventive care.

Employees work to facilitate primary health care and health promotion in one or more of the following specialties: family practice, pediatrics, women's health care, adult health, psychiatric and mental health, diabetes, and/or gerontology. Populations served may include patients who are treatment resistant, physically and verbally aggressive, and/or cognitively impaired or developmentally disabled, requiring significant patience, empathy, and awareness of safety.

### **Advanced Practice Nurse Level I**

**Jobcode:** HCNP26

**Pay Band:** HK

**FLSA Status:** FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

### ***Distinguishing Characteristics***

Independently performs the full scope of advanced practice nursing services within the scope of applicable licensure. Responsibilities include assessing and diagnosing illnesses, prescribing medications and treatments, and providing other related health care services to assigned client/patient/resident. Services may be provided in a designated hospital, clinic, skilled nursing facility, and/or an assigned geographical area.

### ***Recommended Education and Experience for Full Performance***

Licensed by the New Mexico Board of Nursing as an Advanced Practice Registered Nurse (APRN), Certified Nurse Practitioner (CNP) or Clinical Nurse Specialist (CNS); must possess prescriptive authority and may require DEA registration in New Mexico and two (2) years of experience as it pertains to the essential duties and responsibilities of the classification.

### ***Minimum Qualifications***

Licensed by the New Mexico Board of Nursing as an Advanced Practice Registered Nurse (APRN), Certified Nurse Practitioner (CNP) or Clinical Nurse Specialist (CNS); must possess prescriptive authority and may require DEA registration in New Mexico.

### ***Essential Duties and Responsibilities\****

- Provides primary health care, including medical diagnosis, treatment, prescription of medication and therapies, patient counseling, and staff consultation within area of specialization.
- May conduct daily onsite rounds for inpatient settings for evaluation, diagnosis, treatment, and case management in compliance with licensing and regulatory standards. Manages high-volume caseloads.
- Performs annual history and physical examinations and manages chronic health conditions.
- Performs women's health exams, including breast and pelvic exams.
- Orders and interprets laboratory tests, diagnostic imaging, and other tests.
- Provides education and training regarding medication and diagnosis to patients, family, staff, and other approved entities.
- Refers patients to other providers or care settings for specialized care.
- May provide clinical direction to nursing staff in providing healthcare or treatment to patients and residents.

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- Maintains accurate and timely medical records.
- Accountable for all required documentation in accordance with medical policies, practices and protocols.
- Provides healthcare services, health education, and immunizations to public health clients seeking care for infectious disease and/or related symptoms, family planning services, or other related concerns.
- May perform medical procedures within scope of practice.
- Performs quality control activities to maintain clinic CLIA waiver as requested.
- Participates in teams to provide consultation, education, and training to staff and external partners related to clinical services and public health interventions to improve health status of individuals and the community.
- Participates in emergency preparedness and public outreach activities such as flu clinics and back to school vaccine clinics.
- May provide behavioral health assessments, treatment, referral, and the diagnosis and management of substance abuse disorders.
- May ensure policies and practices for medical care are compliant with accrediting and regulatory standards.

### **Advanced Practice Nurse Level II**

**Jobcode:** HCNP30

**Pay Band:** HL

**FLSA Status:** FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

### ***Distinguishing Characteristics***

Leads advanced practice nursing services for assigned populations or clinical specialties. Regularly assigns, instructs, and reviews the work of medical specialists and/or other assigned staff. Employees at this level provide services for complex caseloads with the highest degree of independence and autonomy.

### ***Recommended Education and Experience for Full Performance***

Licensed by the New Mexico Board of Nursing as an Advanced Practice Registered Nurse (APRN), Certified Nurse Practitioner (CNP) or Clinical Nurse Specialist (CNS), must possess prescriptive authority and may require DEA registration in New Mexico and five (5) years of experience as it pertains to the essential duties and responsibilities of the classification.

### ***Minimum Qualifications***

Licensed by the New Mexico Board of Nursing as an Advanced Practice Registered Nurse (APRN) Certified Nurse Practitioner (CNP) or Clinical Nurse Specialist (CNS), must possess prescriptive authority and may require DEA registration in New Mexico and two (2) years of experience as it pertains to the essential duties and responsibilities of the classification.

### ***Essential Duties and Responsibilities\****

- Performs all duties of Advanced Practice Nurse Level I.
- May provide clinical supervision or oversight and consultation to first level advanced practitioners and nursing staff, including review of documentation.
- May direct the development and administration of schedules and staff assignments for clinic operations or for other care settings.
- Develops and prepares reports on key indicators.
- Develops and recommends practice standards which pertain to assigned programs; evaluates care outcomes and suggests strategies to improve program delivery
- May provide continuity of care of psychiatric populations across care settings. Coordinates care, triages, assesses, reviews documentation, and provides education.

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- Participates in the development of policy and procedure.
- Develops treatment, medication, and documentation tools to facilitate communication and consistency of patient care amongst providers.
- May participate as member of assigned medical and administrative committees, such as quality improvement, licensing, infection control, pharmacy, and policy and procedure.
- Participates in departmental activities to comply with licensing, accreditation, and administrative policies.
- May provide behavioral health assessments, treatment, referral, and the diagnosis and management of substance abuse disorders.
- Ensure policies and practices for medical care are compliant with accrediting and regulatory standards.

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**Statutory Requirements:** Statutory requirements for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted including. It is the hiring Agencies responsibility to ensure the appropriate licenses/certifications are obtained for each position.

**Conditions of Employment:** Conditions of employment for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted.

**Working Conditions:** Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Established:** 10/18/2019

**Revised:**

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*\*Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website ([www.spo.state.nm.us](http://www.spo.state.nm.us)) to ensure this represents the most current copy of the position.*

*\*\* Supervisor must supervise two (2) or more full-time positions.*