Certified Registered Nurse Practitioner

Announcement Details

Exam Announcement Details

Exam Title	Certified Registered Nurse Practitioner
Exam Number	4C43-20110906-OC-00
Salary	$63,926 to $82,194 per year. Starting Salary - New employees may be appointed at a pay step above the minimum salary, depending on qualifications.
Competition	Open-Competitive
Department	
Announcement Date	09/06/2011
Close Date	09/30/2011
General Definition	This is advanced level nursing work, providing comprehensive patient care in the area of specialization. Employees in this class perform physical examinations and assessments within the parameters of licensure and program protocols. Work includes medical diagnosis and prescription of medical therapeutic or corrective measures in collaboration with and under the direction of a licensed physician, educating patients in general health care practices within the area of specialization, and securing and maintaining cooperation of patients. Formulating plans and prognoses and prescribing or recommending drugs or other forms of treatment are significant aspects of the work. Work is performed under the technical supervision of a physician. **Hiring Bonus** – Employees are eligible for a lump sum hiring bonus of $3,000. The bonus will be paid in two parts: $1,500 after the employee has completed three months of satisfactory full-time probationary employment and $1,500 after the employee has completed twelve months of satisfactory full-time employment. The employees must meet all requirements contained in civil service regulation 6.32 to receive the bonus.
Union Code	J. AFSCME D.C.47 Local 2187
FLSA Code	Exempt

Minimum Requirements

Minimum Training, Education & Experience

The following statement represents the minimum training and experience standards which will be used to admit or reject applicants for tests. Candidates must meet requirements within 30 days after the last date for filing applications.

EDUCATION
Completion of a master's degree as a Certified Registered Nurse Practitioner (CNRP) as approved by the Pennsylvania State Board of Nursing and the State Board of Medicine.

•Completion of an acceptable training program which shall have included both theory and clinical practice.

•Completion of at least 45 hours of course work specific to advanced pharmacology as either part of a CRNP education program or additional courses taken from an educational program approved by the Pennsylvania State Board of Nursing and the State Board of Medicine, a minimum of sixteen hours of which must have been completed within thirty days of the examination closing date.

NOTE: Selective Factor Certification may be utilized, as needed, to fill specific positions.

In accordance with Civil Service Regulation 11.032 – Selective Factor Certification – the appointing authority may request certification of eligible candidates with training or experience in one of the areas of specialization to fill specific positions in this class. Certification to fill such positions will be

made from the two highest ranking eligible candidates on the eligible list who have training or experience in the area of specialization.

Areas of Specialization:
• Adult Care
• Family Health
• Gerontology
• Pediatrics
• Women's Health

Physical & Medical Requirements

Ability to physically perform the duties and to work in the environmental conditions required of a position in this class.

Required Licenses & Certifications

Possession of a valid, unrestricted license as a Registered Nurse at the time of application and as a Certified Registered Nurse Practitioner as issued by the Pennsylvania State Board of Nursing Education and Licensure within six months of the date of appointment and possession of such licensure during tenure of employment.

Eligibility for a valid, unrestricted Prescription Authority Certification or Number from the Pennsylvania State Board of Nursing and the State Board of Medicine within six months of the date of appointment and during tenure of employment.

Other Requirements

TRANSCRIPT REQUIREMENTS
Candidates MUST submit a copy of their official college or university transcript(s) indicating completion of the educational requirement at the time of application. Transcripts MUST indicate conference of the appropriate degree. Candidates with a degree from foreign colleges or universities must submit proof of degree as certified by a professional evaluation service.

If you have ever submitted a paper transcript for any City of Philadelphia civil service, you have to submit another transcript

Option 1 – Upload a paperless transcript – One time only!

Candidates may upload transcripts into their account, and attach a transcript with this application. Once the transcript is uploaded, it may be attached to all future applications. You will not have to submit another transcript when you submit applications in the future. Attaching your transcript will save you time and money if you apply for an examination in the future, and you will be assured that your transcript cannot be misplaced.

Option 2 – Submit a paper transcript – Separate transcript required for each application
If you submit a paper copy of a transcript, the transcript will be used for this application only. You will have to submit transcripts again whenever you apply for an examination in the future. Paper transcripts will not be retained and will not be returned to applicants.

Mailing address for paper transcript submissions and other required materials (DD-214, licenses, certifications, etc.):
City of Philadelphia
Office of Human Resources
1401 J.F. Kennedy Boulevard, Room 1530
Philadelphia, PA 19102
Attention: Eric Myers

Equivalency Statement(s)

Application Details

Application Procedures

The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to faqpchr@phila.gov. For more information go to: www.phila.gov/humanrelations

As a condition of employment with the City, any person offered employment shall be required to certify that such person either is fully current on any and all debts, taxes, fees, judgments, claims, and other accounts and obligations due and owing to the City; or has voluntarily entered into a payment agreement with the City. For so long as the person is employed by the City, the amount of the payment as set forth in the payment agreement (not to exceed, for any pay period, twenty percent (20%) of the person's gross pay for such period, without the person's consent) shall be withheld from

each paycheck until such payment agreement is fully satisfied.

Such person shall also be required to certify as a condition of employment that he or she is fully current on any and all debts, taxes, fees, judgments, claims, and other accounts and obligations due and owing to the Philadelphia Gas Works (PGW) or has voluntarily entered into a payment agreement with PGW.

Failure to enter into a payment agreement shall result in the cancellation of the appointment and removal from the certification. The name of the eligible candidate will be returned to the eligible list

Only an on-line application will be accepted for this exam. Paper applications will not be accepted.

Computers are available at the Employment Application Center on the Concourse Level of the Municipal Services Building, 1401 J. F. Kennedy Boulevard in Center City Philadelphia, Monday through Friday, 12:00 PM (Noon) to 4:00 PM, and at your local Philadelphia Free Library branch.

ALL Applications must be received by September 30, 2011.

Your application will be rejected and you will be disqualified from competing in this examination if you:
1) Do not provide your complete and accurate social security number.
2) Attempt to practice fraud or deception in the preparation of this application

Notes to Applicants

ELIGIBLE LIST
OPEN-COMPETITIVE. Only an open competitive eligible list will be established as a result of this examination. Permanent City employees will receive no promotional preference in this examination.

Candidates who pass the exam and are placed on the civil service list will be retained on the list for a minimum of one year and a maximum of two years after the establishment of the Eligible List.

RESIDENCY WAIVER: The Civil Service Commission has waived the usual requirement that candidates must be residents of Philadelphia.

PREFERENCE FOR PHILADELPHIA RESIDENTS: Candidates who have maintained a bona fide residence in Philadelphia for at least one year prior to the date of the civil service examination shall have priority over all other persons receiving an identical test score.

To receive such preference, candidates must respond to the question regarding residence when they appear to take the examination and to the supplemental question regarding residence later in this form.

If candidates are required to appear to compete in an examination, the response on that day will be used to determine eligibility for preference for residents.

If the examination is a training and experience evaluation, the response on this application will be used to determine eligibility for preference for residents.

If an applicant does not respond to the appropriate residence question, it will be assumed that the applicant does not qualify for residence preference. Eligibility for residence preference must be determined by the date of the test administration. No requests for residence preference will be granted after the test administration.

U.S. VETERAN'S PREFERENCE
Ten points for veteran's preference will be added to the scores of eligible veterans who apply for open competitive tests and pass the examination. You must be honorably discharged from the U.S. armed forces. Attach a DD214, member 4, to your application if you wish your eligibility to be reviewed. Spouses of disabled or deceased veterans may also be considered.

LEGACY PREFERENCE
The children of Philadelphia Firefighters or Police Officers who were killed or died in the line of duty shall be accorded a preference in open competitive civil service entrance examinations. Candidates who qualify for this preference and who take and pass open competitive civil service examinations shall have ten points added to their final score. The candidate must successfully pass all parts of the examination before points are awarded.

Projected Exam Date

Training and Experience Evaluation
Applicants will be evaluated and scored based upon their training and experience credentials. Applicants will not be asked to appear to take a scheduled examination.

A Published List of Candidates and/or an Eligible List is planned for the week of November 7, 2012. Please note that this date may change.

An Eligible List may be established simultaneously with the Published List of Candidates (when an immediate need to hire exists) or upon first certification request by the hiring authority.

Test Review

Test Review
In accordance with Civil Service Regulation 9.091D, candidates may review their answer sheets and other test papers to determine if they have been scored correctly or if there has been an irregularity in the administration of the examination. Candidates will have 30 days after the results have been mailed to review their test. Call 215 686-0880 if you wish to schedule a test review.

Assigned to Eric Myers

Parts & Weights

Part Training and Experience Evaluation

Weight 100%

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * The location that you are applying from is:
   - Free Library
   - Recreation Center
   - Home/Work/School/Mobile device
   - Application Center- (Municipal Services Bldg.)
   - Other

Applicant Documents

Required Documents

Optional Documents

1. Resume
2. Transcripts
3. DD-214
4. Licenses, Registrations and/or Certificates 1
5. Licenses, Registrations and/or Certificates 2