

**DATE:** August 31, 2021

**TO:** All Permanent or Probationary Health Department NURSE PRACTITIONERS

**FROM:** Aileen Shieu, Medical Director WOC, San Mateo Medical Center

**SUBJECT: Internal Transfer (Reassignment) Opportunity**

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We would like to offer an internal transfer opportunity to any permanent or probationary Nurse Practitioner for the following position:

**LOCATION/SHIFT:**

One full time, Monday-Friday position at San Mateo Medical Center, 222 W. 39<sup>th</sup> Avenue, San Mateo, CA.

**San Mateo Medical Center** has an opening for a full-time **Family Nurse Practitioner (FNP) for The Keller Center.**

The Keller Center Nurse Practitioner's responsibility is to perform forensic medical exams for victims of sexual assault, domestic violence, elder abuse and child abuse. The Nurse Practitioner participates in management of the Keller Center under the supervision of the Medical Director and Clinical Coordinator.

Completion of a college or university-based Nurse Practitioner program, California NP registration and BLS certification are required to apply.

The **ideal candidate** will have at least 3 years of Adult and Pediatric experience, Child abuse experience in a Child Advocacy Center, and Sexual Assault Forensic Examiner (SAFE) training.

Other ideal qualifications include:

- Strong interpersonal skills
- Computer literacy and preferably experienced with an electronic medical record system.
- CPR certification
- National certification as FNP or ability to apply for certification (ANCC or AANP)
- Current NP furnishing license and verification of experience to furnish (if applicable)
- Bilingual skills (Spanish and English)
- Commitment to community health/underserved populations

The Nurse Practitioner performs the following tasks in these authorized settings (clinic, hospital and long-term care):

- Perform forensic medical exams for victims of sexual assault, child sexual abuse, domestic violence, and elder/dependent abuse.
- Take complete medical histories and perform complete medical screening exams.
- Initiate screening and diagnostic procedures according to standardized procedures.
- Make mandated reports to Law Enforcement, CPS, and APS as required by law.
- Collect and preserve forensic evidence per California State protocol.
- Maintain accurate records on the state OES forms.
- Maintain accurate records of medical assessments, follow-ups, and diagnostic work up evaluations.
- Evaluate results of clinical findings and laboratory tests.
- Collaborate with physicians and other health professionals regarding health problems relative to diagnosis and treatment of patients.
- Refer illnesses and injuries requiring immediate medical attention to the appropriate physician.
- Counsel patients and family members regarding health maintenance after exposure to a personal assault or abuse.
- Assist in coordination of referrals to other health or social agencies as pertinent to the case.
- Provide telephone consultation to other health care providers.
- Respond to subpoenas and testify in court as a percipient or expert witness.
- Prepare documents and photographic evidence for District Attorney's as needed.
- Participate in professional and administrative meetings
- Assist in revision of county and hospital policies specific for medical forensic issues.
- Assist in trainings for staff, Law Enforcement, CPS social workers, District Attorneys, Victim advocates and Mental Health Providers in the County.
- Assist in maintaining the Keller Center by assisting with grant writing and statistical data management.
- Assist with Sexual Assault Response Team (SART) coordination and Peer Review.
- Attend committees as assigned.

Please note that a review of the Civil Service/Departmental personnel file and references (of which one is a current supervisor) may be used to make a final decision.

If you are interested in being considered for this opportunity please Email your resume to Aileen Shieu, Medical Director, WOC, San Mateo Medical Center, at [ashieu@smc.gov](mailto:ashieu@smc.gov) no later than 5:00 p.m. on September 7, 2021.

If you are currently not a Nurse Practitioner in San Mateo County Health and/or you are interested in promotional opportunities, please visit <https://jobs.smcgov.org/> for a list of current job opportunities.