

March 6, 2026

MEMORANDUM FOR: St. Clair County Advisory Board of Health and Liz King, Health Officer

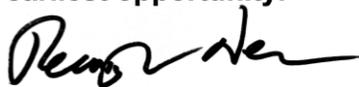
FROM: Dr. Remington Nevin, Medical Director, St. Clair County Health Department

SUBJECT: Proposed Deputy Physician Assistant Position

With the planned transfer of the Teen Clinic, the St. Clair County Health Department will consolidate all of its clinical public health activities at its newly renovated \$6 million Fort Street facility. This facility requires daily on-site clinical coverage by a qualified physician or allied health care provider (e.g., a nurse practitioner or physician assistant) to deliver statutorily required public health clinical services. These services include management of certain reportable communicable diseases (e.g., sexually transmitted infections or STIs) and provision of currently state-mandated contraception services (e.g., “personal health”). Our full-time nurse practitioner, who currently serves in this role, has recently submitted her resignation. This creates an opportunity to restructure the position to better meet the department’s evolving clinical needs. For example, with expanding recommendations for individualized or shared clinical decision-making regarding vaccinations, an increasing proportion of routine vaccinations administered by the department will require meaningful interaction with a physician or allied health care provider.

Given the flexible and frequently part-time nature of the Medical Director position (as little as 16 hours per week), I propose creating a full-time (40 hours per week) Deputy Physician Assistant to the Medical Director to replace the current nurse practitioner. In addition to assuming the nurse practitioner’s existing responsibilities, the Deputy would manage more complex medical cases—including travel medicine and disease management encounters—in direct clinical consultation with the Medical Director. The Deputy would also represent the Medical Director at on-site meetings as their appointed deputy during the director’s absence. Accordingly, the proposed Deputy should report directly to the Medical Director. Selection of a physician assistant is specifically recommended for this role, both because of the historical underrepresentation of this profession in the department’s staffing table and to clearly delineate the position as one that directly assists the Medical Director in their physician role.

Given the urgent need to fill this position, I would welcome a motion from the Advisory Board of Health to recommend that County Administration and department leadership make appropriate adjustments to: the Medical Director's job description and contract to specify direct supervisory responsibilities for this single position; the existing nurse practitioner job description (enclosed); and the department staffing table; and that these revised documents be forwarded to the Board of Commissioners for consideration at the earliest opportunity.



Remington Nevin, MD, MPH, DrPH
Medical Director, St. Clair County Health Department



Elizabeth King, RN, BSN
Director/Health Officer

Greg Brown, BS
Administrator

Remington Nevin, MD, MPH, DrPH
Medical Director



County of St. Clair
Nurse Practitioner - Masters

Job Description Code	601N830601	Established Date	12/31/2017
Last Revised Date	04/01/2020	Salary Range	\$41.76 - \$54.95 Hourly \$81,425.00 - \$107,149.00 Annually
Bargaining Unit	MNAI	EEO	EEO1-Professionals
Occupational Group	II	FLSA	Non-Exempt
Benefit Code	Full Time	Physical Class	DT

POSITION SUMMARY

Masters Prepared, Board-Certified Family Nurse Practitioner functioning in an expanded role providing child, adolescent and young adult health services to clients in the agency health care clinics.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Obtain and evaluate health, medical and social history; assess client family planning and Sexually Transmitted Infections (STI) needs if appropriate; initiate plan of care
- Perform screening tests and physical assessments to rule out abnormalities and makes appropriate referrals accordingly
- Provide appropriate nursing interventions, makes skilled observations of client responses to treatment
- Collect and evaluate laboratory specimens microscopically for detection and treatment of infections; obtains cultures for detection of sexually transmitted infections
- Initiate follow-up for abnormal screening test and culture results.
- Evaluate effectiveness of care and revises plan as necessary
- Interact and respond to requests and directions of physicians; reports client condition and any changes

- Educate the client, family and community regarding care, self-care techniques, prevention strategies, involving the client in decision making/goal setting
- Initiate the appropriate preventative and rehabilitative nursing procedures. Prepare progress reports and other patient records
- Make referrals; coordinate the services of others including therapists, social workers and community resources and follows up accordingly
- Exercise independent nursing judgment
- Write prescriptions within pharmacy law specifications with oversight by Medical Director and within parameters established in the agency's medication dispensing policies
- Attend required meetings, seminars, in-service training, workshops, etc; read journals, books and other industry publications to remain current on the latest techniques and most current research findings
- Perform program specific job responsibilities as outlined by Division Policy and Procedure Manuals
- Comply with MIOSHA, OSHA, HIPAA and other regulations that pertain to the agency
- Perform emergency response roles as required
- Mandatory participation in orientation and training for basic public health emergency preparedness and response concepts
- Other duties as assigned

SUPERVISION RECEIVED:

- Work is performed under the direction of the Medical Director with direct supervision by the Public Health Supervisor.

SUPERVISORY RESPONSIBILITIES:

- May be expected to assign, plan and coordinate personnel, able to evaluate job performance, able to provide instruction and training and to respond to problems.

EXPERIENCE, SKILLS, EDUCATION:

- Master Degree of Nursing from an accredited nurse practitioner program required
- Current registration as a Registered Nurse/Nurse Practitioner in the State of Michigan required
- One (1) to two (2) years of relevant experience or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities preferred

- Ability to operate a variety of medical equipment and tools necessary to perform nursing activities including stethoscope, blood pressure cuff, various monitors, glucometers, sphygmomanometers, otoscopes, centrifuges, scissors, wound care materials, hypodermic needles, and other specialized equipment
- Ability to persuade, convince, influence and train others; ability to advise and interpret on the application of policies, procedures, and standards to specific situations; ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards
- Ability to communicate effectively and efficiently with management, co-workers and clients; obtain and communicate accurate information; apply common sense understanding to complex instructions and respond accordingly; communicate complex ideas through graphs, charts, presentations, reports or other professional correspondence
- Writing, reading, mathematical principles; proficient computer skills- Microsoft Office Suite, Outlook; exercise sound judgment and decision making in accordance with policies and procedures; ability to research and problem solve independently; knowledge of County operations and functions; ability to prioritize and time manage; handle stressful situations, provide effective and friendly customer service; support the County's mission and values; ability to think critically where necessary
- Knowledge or understanding of basic administrative tasks: operate standard office equipment; document management; prepare and maintain records, various correspondences and reports; answer general inquiries and refer as necessary; answer telephone calls, process mail, order supplies/equipment; prepare meeting agendas, attend meetings, record/transcribe/distribute minutes; entering, transcribing, recording, storing or maintaining information in written or electronic form with speed and accuracy; maintain calendars, arrange meetings, schedule rooms and equipment as necessary

ESSENTIAL ABILITIES FOR ALL ST. CLAIR COUNTY JOB CLASSIFICATIONS:

- Ability to demonstrate predictable, reliable, and timely attendance
- Ability to read, write & communicate in English; follow written and verbal instruction and understand basic mathematics and figure checking
- Ability to interpret and apply procedures, rules, technical information, instructions, manuals to complete tasks accurately and on schedule
- Ability to learn from directions, observations, and mistakes; and apply procedures using good judgment

- Ability to use discretion and maintain sensitive and confidential information
- Ability to work independently or part of a team; ability to interact appropriately with others such as County officials, employees, vendors and the general public
- Ability to work under supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline
- Adaptability to change in the work environment, managing competing demands and ability to deal with frequent changes, delays or unexpected events
- Knowledge of principles and processes for providing customer and personal services including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
- Proficient skills using Microsoft Office programs including, but not limited to: Word, Excel, Access, and Outlook required. Proficiency may be tested

CONDITIONS OF EMPLOYMENT:

- Prior to starting employment, the candidate must complete a satisfactory background check. The background check encompasses all forms of pre-employment screening, including but not limited to: drug screen, physical, criminal background, driving record, sex offender registry, education, training and licensing verification, employment history, credit check, and professional and personal references
- Must possess a valid State of Michigan operator license and maintain this license throughout employment in this position
- Must have reliable transportation and valid automobile insurance
- Required to report to duty when called upon in the event of a Public Health situation and/or emergency regardless of declaration

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without accommodations. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Speak to others to convey information effectively

- Read, interpret and understand procedures, rules, technical information, instructions and manuals
- Hear and understand information presented through spoken words and sentences
- Specific vision requirement includes close vision, distance vision, color and depth perception
- Use hands to operate a computer, handle materials and operate equipment
- Push or pull carts, reach with hands and arms forward, above and below shoulder level
- Lift, move or carry objects, equipment and supplies weighing up to 25 pounds
- Sit, bend, stoop, crouch, crawl and kneel in an ergonomically correct manner
- Stand and walk, climb stairs
- Generally, works in a normal office environment
- The noise level in the work environment is moderate with many interruptions.
- The employee frequently works in areas where universal precautions and confrontation avoidance techniques are required, and is occasionally exposed to risk from bodily fluids or client actions
- Due to the nature of the work hours may include overtime, evenings or weekends
- Position may require occasional travel for training, various County departments and community events
- Ability to transfer and restrain patients as needed.

Disclaimer: The statements contained in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job requirements or duties performed. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER: It is the policy of St. Clair County not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, marital status, disability that does not prevent performing essential job functions or because he or she is

a protected veteran.