

Nurse Practitioner Job Description

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| Reports to: | Medical Director |
| Classification: | Exempt |
| Department/Site: | Medical |

Major Functions:

Under the direct supervision of the Medical Director, the Nurse Practitioner provides primary health care services as a member of a health care team comprised of health center physicians and mid-level practitioners, as well as health aides and nursing personnel. Primary responsibilities relate to management of health care for certain patients and families as assigned.

Essential Functions:

- Performs routine health care within area of specialty using standardized procedures.
- Diagnoses and manages common acute problems as well as management of chronic stable conditions.
- Orders and interprets appropriate lab and diagnostic tests as needed.
- Prescribes appropriate treatment including education, therapeutic and pharmacological.
- Develops and documents appropriate plans for the management of problems identified.
- Demonstrates the ability to follow established protocol.
- Provides patient and family education as appropriate.
- Maintains accurate clinical records in a timely manner.
- Maintains patient confidentiality.
- Serves clients with referral including those needs beyond health care.
- Recognizes own limitations in clinical judgement.
- Facilitates patient flow through the center.
- Prioritizes delivery of care according to the individual needs of the patient.
- Serves as a patient advocate.
- Supervision of nonprofessional staff including making recommendations for promotion, commendations, or disciplinary action where necessary or appropriate.
- Working as a member of the health care team, and assisting in education of patients and the target community in preventive health care and health maintenance concepts.
- Demonstrates an ability to work as a member of the health care team.
- Demonstration of patterns of continued learning in order to ensure growth as a practitioner.
- Participates in quality assurance process.
- Assists in the proper enforcement of CLIA and OSHA requirements.
- Maintains licensure and certification as required by the job description.

- Completes medical records of patient seen in a timely manner
- Demonstrates professionalism at all times when representing the organization.
- Performs related or similar duties as required or assigned.

Knowledge, Skills and Abilities:

- Current licensure.
- Able to work independently.
- Excellent interpersonal skills.
- Maintain CPR certification.
- Excellent verbal communication skills.
- Good written communication skills.
- Legible handwriting skills.
- Ability to recognize and maintain confidentiality of information as appropriate.
- Regular timely attendance.
- Ability to relate well with patients and other health care personnel.
- Cultural sensitivity appropriate to ethnically diverse patient and employee base.
- Willingness to education patients and the community in health maintenance and the role of the health care team.
- Ability to work as a team member.

GACFHC reserves the right to revise or change job duties, work sites and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Relationships: Directly responsible to the Medical Director, with frequent or continuous contact with Billing, Chief Operating Officer, Administrative Secretary, Clinical Support Specialist, and Nursing Supervisor requesting organizational elements, department heads, receiving parties and vendors.

Educational/Skills:

1. Graduate of a Certified Nurse Practitioner or related program, Master of Science in Nursing required, Doctorate of Nursing Preferred.

Mental Demands:

Must be able to demonstrate the ability to assist in proper maintenance and oversight of purchasing and procurement systems. Must demonstrate ability to follow front desk policy and procedures as outlined in the front desk manual.

Physical Demands:

Must continuously listen, visualize and have dexterity and eye-hand coordination, ability for grasping and speed work. Must frequently sit, squat, reach, use both right and left forearm rotation and walk. Must occasionally kneel, twist, have ability to grasp firmly, left and carry, push, pull, or lift in excess of 10 lbs. Requires manual dexterity to sufficient to type at least 50 wpm, telephone etiquette, and the ability to operate office equipment.

I acknowledge that I have read this job description and I understand and accept the performance expectations described.

Signature of Employee

Date

Signature of Supervisor

Date