



Job Description

Employee Name:

Job Title: Nurse Practitioner

Department:

Reports To: Chief Executive Officer

FLSA Status: Exempt

Prepared By: Guillermo Diaz Jr., MD CMO/CMIO

Prepared Date: January 2012

Approved By: Guillermo Diaz Jr., MD

Approved Date: January 2012

SUMMARY:

As a Staff Provider he/she will examine and treat common acute illnesses, injuries, accidents and other injuries/illnesses; performs most medical services routinely handled within the scope of the advanced practice registered nurse's practice and which the Staff Provider is competent to perform; and performs selected laboratory testing, refers to specialists as needed, writes prescriptions and performs office procedures within the scope of expertise protocols and available equipment.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the **knowledge, skill, and ability** required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE:

Required:

- Advanced Practice in Registered Nurse.
- Bachelor's Degree from a 4-year college or university.
- Unrestricted license to practice medicine or ability to be licensed.

Preferred:

- Previous ambulatory clinical experience above and beyond residency.
- Prior experience with Patient Centered Medical Home model of care delivery.
- Working knowledge of spoken Spanish.

LANGUAGE SKILLS:

Ability to read and interpret documents, such as policies and procedures, benefits information, benefit surveys, board minutes, routine mail, simple contracts, and procedure manuals. Ability to compose routine reports and correspondence. Ability to speak effectively with employees, visitors and management. Ability to read and interpret documents that may be complex relating to medical and legal matters.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, and the ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to apply common sense to daily situations that arise. Ability to make decision and execute timely in order to produce a positive outcome.

OTHER SKILLS AND ABILITIES

Ability to organize and prioritize work with the minimum supervision as dictated per protocol.

Ability to perform most essential job duties independently and exercise good judgment.

Flexible, detail-oriented, and multi-task effectively.

Safety & Privacy conscious.

Follow rules, and guidance when directed from supervisor.

Respect the diverse values, beliefs, and cultures present in individuals, and groups served.

Timely and dependable.

Ability to work under pressure with the capacity for reflection.

Proficient use of Microsoft Office Suite.

Proficient prior use of an Electronic Medical Record system.

Proficient use of computers.

PHYSICAL DEMANDS:

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. Reasonable accommodations may 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 use hands to finger, handle or feel and reach with hands and arms. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance, stoop, kneel, crouch or sit. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds. The employee is occasionally required to ascend and descend one flight of stairs. Specific vision abilities required by the job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is often low. However, there are many times when there is a high ambient background noise of phones and multiple conversations. Must be able to screen out the background noise to concentrate on the work at hand.

INSTRUCTIONS FOR USE OF THIS FORM:

As a job description, this form is to be reviewed with the employee at the time of hire or promotion. All employees must sign the form to acknowledge receipt of their position description within the first week of hire or promotion. The supervisor will submit the original sign form to Human Resources for record keeping. Any change to the job description is subject to the Department Manager and Human Resources Director final reviews and approvals.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

1. Supports and implements the organization's vision, mission and value.
2. Determines priorities and method of completing daily workload to insure that all responsibilities are carried out in a timely manner.
3. Performs all job functions in a professional and courteous manner. This includes answering all general phone calls timely. Provide excellent customer service to internal and external customers by being responsive to all inquiries in a timely manner.
4. Fosters and promotes a culture of service excellence and accountability.
5. Acquires and documents relevant history and physical examination
6. Makes professionally competent assessments and document those with all relevant problems
7. Develops reasonable plan including: treatment; referrals and use of drugs within scope of practice
8. Seeks help and guidance as necessary per protocol
9. Performs relevant procedures competently with complete documentation
10. Provides and consistently documents relevant education
11. Responds to patient special needs and appropriate requests including PAP drugs.

12. Works appropriate hours to minimize patient wait time as well as help to relieve overload situations/help other providers
13. Acts and communicates in a professional manner to reduce friction with patients, providers, and staff.
14. Attends appropriate meetings as requested.
15. Maintains professional appearance in accordance with QueensCare Health Centers policies.
16. Participates in peer review and orientation activities as requested.
17. Participates in committees when requested.
18. Cooperates with use of electronic medical records as requested.
19. Uses discretion and judgment in handling sensitive or confidential information.
20. Complies with organizational policies and procedures.
21. Performs all other duties as assigned.

JOB KNOWLEDGE AND SKILLS:

1. Demonstrates ability to work in other areas of the organization as needed.
2. Adheres to company policies and procedures in the performance of work duties.
3. Demonstrates required knowledge, skills, and education for job functions.
4. Maintain active licensure including required relevant continuing medical education
5. Maintain appropriate nursing credentials as noted at time of hire
6. Perform work to level of and within defined scope of practice per licensure
7. Perform work in adherence to company's policies and procedures.
8. Maintain HIPAA training certification

I have read and understand the above job description.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____