



Planned Parenthood Pasadena and San Gabriel Valley

POSITION DESCRIPTION

TITLE:

CLINICIAN -

LOCATION:

TBD

REPORTS TO:

Center Manager
Senior Director of Medical Services

DEPARTMENT:

Patient Services

FLSA:

Non-exempt

CREATED / REVISED: 9/24/2020

SUPERVISORY RESPONSIBILITIES

	DIRECT		INDIRECT
TITLE	NUMBER	TITLE	NUMBER
n/a	n/a	n/a	n/a

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/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education: California NP, PA or CNM License
Nurse Practitioner, preferably with specialty in family medicine or women’s health care, Certified Nurse Midwife, or Physician’s Assistant

Experience: Must have women’s health care experience.
Primary Care (Adult Family Medicine) experience a plus.

Other:

- Must have excellent customer service skills and be committed to providing the highest level of customer satisfaction.
- Ability to meet established Agency quality and productivity metrics including visits per hour and RVUs per hour.
- Ability to maximize center flow and provider efficiency through appropriate utilization of the flow facilitator.
- Ability to take initiative and to utilize resources effectively.
- Ability to multi-task and must be detail oriented.
- Must be comfortable working in a paperless environment including the electronic management of all client information.
- Must have excellent computer skills with knowledge of Microsoft Word, Outlook, and the Internet.
- Must have BLS for all sites and ACLS for surgical sites or willingness to obtain one within 60 days of employment.
- Ability to communicate effectively with clients and co-workers of all backgrounds.

- Must have the willingness and ability to adapt to change including advances in technology.
 - Must have reliable transportation and the ability to travel to any/all of the PPPSGV Health Centers.
 - Supportive of the mission and goals of Planned Parenthood. Commitment to quality healthcare.
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CONTACT RESPONSIBILITY

Internal: Medical Director, Sr. Director of Medical Services, Lead Clinician, VP Patient Services, Center Manager(s), Clinicians, Clinic Consulting Physician, Medical Assitants to facilitate patient care and for chart review, Billing department to ensure compliance with funding source and internal financ regulations.

External: Clients, to provide medical care, education & counseling. Referral Physicians for consultation on patient care. Child Protective Services and Local Police Department, to comply with child abuse and domestic violence regulations. Department of Public Health, to ensure proper follow up of communicable diseases.

PURPOSE OF POSITION

Purpose: To provide quality reproductive healthcare services including exams, diagnosis, treatment, education, and counseling for clients in accordance with PPPSGV protocols at various health center sites as directed. To serve as a medical resource for other licensed and non-licensed staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities encompass the required tasks, duties, and responsibilities performed as part of the job and the reason the job exists.

- Comply at all times with PPPSGV Medical Protocols.
- Participate in health center efforts to achieve established goals for productivity and quality metrics.
- Adhere to affiliate policies on professionalism, wait time in-center and on the phone, and the system for addressing client complaints.
- Participate in health center/affiliate efforts to achieve established revenue cycle goals.
- Ensure compliance with established Agency quality and productivity metrics including visits per hour and RVUs per hour.
- Act as a medical resource in the center.
- Assess, diagnose, and treat clients' reproductive health issues appropriately and only when covered by PPPSGV medical protocols (unless Physician consult sought).
- Reproductive health issues include but are not limited to vaginal and urinary tract infections, STI's (including HIV), breast pathology, contraception side effects, pelvic pain, and abnormal uterine bleeding.
- Perform examinations for initial and returning family planning clients including pap/gyn, STI, breast, contraception, and post-abortion exams.
- Insert and remove IUC's and contraceptive implants when trained and utilized to do so.
- Perform genital examinations, screen and treat STIs in male clients.
- Perform microscopic studies vaginal discharge as needed.
- Counsel, examine and treat mid-life/menopausal clients.

- Administer DMPA injections.
- Perform venipuncture for RPR, HIV, and other blood work as needed.
- Perform examinations for initial and returning family planning clients.
- Prescribe all FDA approved birth control methods including emergency contraception.
- Dispense medications and label drugs as required.
- Provide transgender hormone therapy to trans and non-binary patients.
- Counsel and educate clients on all reproductive health issues, services, and programs offered by the Agency.
- Work directly on Electronic Medical Record system for the electronic management of client information including but not limited to: client tracking, coding, charting, logs, etc.
- Demonstrate proficiency in the Agency's Medical Record system.
- Responsible for the accuracy of client information entered into the Agency's Electronic Medical Record system.
- In collaboration with Center Manager, prepare occurrence and incident reports submit through agency AIMS system.
- Provide orientation and training to licensed staff.
- Provide input to agenda items for staff meetings.
- Participate in research projects as requested.
- Follow up on abnormal lab results and outside referrals in compliance with medical protocols and as requested by Care Team staff.
- To support risk and quality management by proactively communicating identified risks to supervisor in order to minimize risk when possible.
- Comply with PPSGVs Code of Conduct and maintain the highest level of professional and ethical standards and to act in compliance with both the letter and spirit of all applicable laws and regulations.
- Act as a resource and consultant for nursing staff as needed.
- Other duties as assigned.

PHYSICAL REQUIREMENTS

	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: Must be able to read reports and use computer.				X
Hearing: Must be able to hear well enough to communicate with people.				X
Standing/Walking:				X
Climbing/Stooping/ Kneeling/ Bending:			X	
Lifting weight up to 25 lbs.		X		
Pulling/ Pushing/ Reaching:			X	

Fingering/ Grasping/Feeling: Must be able to write, type and use telephone system.				X
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This job description is subject to review and change. This is not a contract. Signature of employee indicates solely that this position description has been received, read and understood.

EMPLOYEE: _____ DATE HIRED: _____

SIGNATURE: _____ DATE SIGNED: _____

SALARY: _____ BILINGUAL: _____