



JOB DESCRIPTION

POSITION TITLE: *Nurse Practitioner*

CLASSIFICATION: Salary, Exempt

LOCATION: Central City Community Health Center- Clinics

JOB SUMMARY: As a member of the interdisciplinary health care team, responsible for providing care in accordance with written protocols in the areas of family medicine, pediatric, or obstetrics.

ACCOUNTABLE TO: Chief Medical Officer

JOB DUTIES:

In partnership with other team members, responsible for performing delegated clinical and administrative duties, particularly in direct support to primary care providers and some direct care to patients, inclusive of the following:

1. Elicit patient medical and social history and interact with patients regarding their medical care.
 - Perform a review of systems.
 - Initiate lab and radiologic tests and studies.
 - Provide health teaching and counseling.
 - Monitor and manage stabilized chronic conditions.
 - Review chart findings and exercise of services in accordance with established CCHC Management CHDP, State Office of Family Planning, Los Angeles Regional Family Planning Council and other medical standards and guidelines.
 - May perform simple laboratory tests such as wet mounts.
 - Prescribe and dispense packaged, pre-labeled medications under protocol.
 - Refer and follow-up on patients in accordance with established protocols and procedures.
2. Consult with other members of the health care team regarding individual needs of specific patients.
 - Provide support for recommended actions.
 - Refer patients to appropriate clinic and/or community resources.
3. Supervise the RN, LVN, Medical Assistant, Community Health Worker, and other staff providing direct patient care, and assume responsibility for daily clinic management.
4. Participate in case management meetings and staff meetings.
5. In conjunction with other members of the health care team, provide patient and community education classes as requested.
6. Assist in the provision of in-service training of clinical, volunteer, and other personnel as assigned by the Medical Director or Lead Clinician.
7. Assist in data collection for evaluation and research purposes.
8. Complete reports and appropriate documentation, including billing and medical records, in a timely manner.

9. Participate in the CCCHC clinical committee.
10. Participate in the After Hour/Weekend call schedule as directed by the Medical Director.
11. Consistently demonstrate and uphold CCCHC's principle of providing quality health and human services to the medically underserved and low-income populations in a culturally sensitive manner.
12. All other duties, as assigned.

Special Knowledge, Skills, Abilities and Attributes:

- Demonstrated ability to exercise sound judgment.
- Ability to communicate clearly and concisely.
- Ability to plan and be organized.
- Ability to work well under pressure, take initiative and be flexible and cooperative.
- Self-motivated and independently productive.
- Ability to maintain confidentiality of patient information and Company records.
- Ability to work effectively with both employees and managers.
- Ability to convey a positive and professional image to patients and employees.
- Professional appearance and demeanor.
- Demonstrated proficiency in various PC applications, including E-mail, Microsoft Excel, and Word, Internet, and networking devices.
- Required to know, follow, and enforce safe work practices, and be aware of company policies and procedures related to job safety, including safety rules and regulations.
- Required to have knowledge of CHDP guidelines, Immunizations schedule and AAP periodicity table.
- Must possess dependable transportation, automobile insurance, and a current CA Driver License.

Education and Experience Requirements

- Graduation from an accredited Nursing program for advanced practice required.
- Current CA licensed as a Nurse Practitioner required.
- A minimum of 2-year experience preferred.
- Bilingual in English/Spanish preferred.

Working Conditions

Normal clinic environment with:

- Occasional walking, reaching with hands and arms, stooping and kneeling.
- Ability to handle multiple tasks while also being tactful, diplomatic, and empathetic.
- Ability to organize and schedule work effectively.
- Ability to communicate effectively and tactfully with patients, customers, managers, and other levels of personnel, in person and on the telephone.
- Ability to pay close attention to detail.
- Ability to maintain composure under conditions of urgency and/or time constraint.
- Ability to work under pressure in a fast-paced environment.
- Ability to handle and maintain patient confidentiality.

Acknowledgment of Receipt of the Job Description for Nurse Practitioner Position:

Statement of the Position Holder:

I accept the accountabilities of this position and agree to produce the results, perform the work and meet the standards set forth in this Position Agreement.

Printed Name: _____

Signature: _____

Date: _____

Statement of the Position Holder's Supervisor:

I agree to provide a working environment, necessary resources, and appropriate training to enable the accountabilities of this position (results, work, standards) to be accomplished.

Printed Name: _____

Signature: _____

Date: _____

Copies of Acknowledgment of Receipt: 1) To Employee and 2) Employee's Personnel file