

**COMPREHENSIVE COMMUNITY HEALTH CENTERS, INC.**  
**JOB DESCRIPTION**

**EFFECTIVE DATE: June 11, 2018**

**POSITION: NURSE PRACTITIONER**  
**REPORTS TO: CHIEF MEDICAL DIRECTOR**  
**FLSA STATUS: EXEMPT**

**JOB SUMMARY**

Provides continuous and comprehensive services necessary for the promotion of optimal health, prevention and treatment, in an underserved community clinic. To perform a variety of advanced clinical duties involved in assessing, treating, controlling, and preventing patient illness and disease within the assigned public health nursing program; to perform physical examinations; identify patients with physical and emotional illness; and to administer medications as prescribed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Identify physical and emotional illnesses through observations, interpretations of laboratory finding, and analysis of patient charts; analysis of diagnostic tests and appropriate medical, hospital, or other health care as needed
- Facilitates and implements systems that promote effective collaborative communication with colleagues, peers, physician associates, staff, hospital relationships and other members of the health care team.
- Works closely with the Medical Director to ensure the delivery of quality patient care.
- Maintain confidentiality and patient privacy.
- Maintains Compliance with patient rights, guidelines and standards.
- Provides direction for continuous quality improvement activities and develops methods for measuring the effectiveness of education and practice activities.
- Performs in quality assurance review on a periodic basis, including systematic review of records and treatment plans.
- Assists in the establishment and maintenance of CCHC quality improvement program that monitors important aspects of care, identifies problems in care, implements changes to improve care, and evaluated effectiveness of action taken.
- Collaborates with physician colleagues of the development of process protocols and standardized procedure guidelines for the delivery of patient care.
- Monitors the success and failure of developed programs and reviews the community service satisfaction as outcome measurements.
- Perform duties as assigned by Chief Medical Director.

**EDUCATION, TRAINING AND EXPERIENCE**

- Completion of a Master’s degree in nursing or a Doctorate of Nursing Practice (DNP)
- Must be certified by one of the following organizations,
  - American Academy of Nurse Practitioners
  - American Nurses Credentialing Center
  - National Certification Corporation for Obstetric, Gynecologic and Neonatal Nursing Specialties
  - Pediatric Certification Board (previously the National Certification Board of Pediatric Nurse Practitioners and Nurses)
  - Oncology Nurses Certification Corporation
  - AACN Certification Corporation
  - National Board on Certification of Hospice and Palliative Nurses
- Possession of a valid Registered Nurse California license.
- Preferably two years nursing experience in an outpatient clinic.

### **PATIENT INTERACTION EXPECTATIONS**

- Greet patients by name before they greet you
- Personalize the patient’s experience
- Set appointment agenda at the beginning of appointment
- Explain to each patient the plan & next steps

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Advanced principles, procedures, methods, and techniques of medical and health care.
- Advanced principles and practices of medical diagnosis.
- Approved medical treatments for a variety of health status.
- Procedures and methods of laboratory testing and interpretation.
- Medical terminology.
- Principles and procedures of medical record keeping.
- Pertinent federal, State, and local laws, codes and regulations regarding health care.
- Perform general physical examinations.
- Provide responsible medical care within the scope of protocols.
- Respond to emergency situations.
- Prepare, perform, and interpret laboratory tests.
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Ability to commit to quality.
- Ability to work flexible hours.
- Ability to travel to and attend professional meetings, conferences, trainings and programs sites.
- Ability to communicate clearly both in writing and verbally with students, health care team members, families and school staff.
- Ability to function independently with regard to most clinical decision-making.
- Ability to find solutions when barriers are identified.
- Strong documentation skills.
- Ability to multi-task and prioritize when needed.

- Ability to independently seek out resources and work collaboratively.
- Ability to read, understand and follow oral and written instructions.
- Experience and work ethics that supports working within a high functioning, team-oriented environment.
- Demonstrates a willingness and ability to work under supervision.
- Ability to develop and maintain good working relationships with staff.
- Ability to use computer and learn new software programs.
- Excellent interpersonal skills reflecting clarity and diplomacy and the ability to communicate accurately and effectively with all levels of staff and management.
- Demonstrates ability to work in a regulatory climate that includes oversight of state and federal entities, payer contracts etc.
- Possesses ability to communicate effectively, both verbally and in writing.
- Possesses genuine respect for others and acceptance of their individual social and cultural traits.
- Proficient knowledge of Microsoft Outlook.
- Able to travel and attend professional meetings, conferences, trainings and clinic sites.
- Demonstrate flexibility, enthusiasm, and willingness to cooperate while working with others in multi-disciplinary teams.
- Performs other related duties as assigned.

### **PHYSICAL DEMANDS**

Position requires prolonged sitting at a computer, some bending, lifting, stooping and stretching. Good eye-hand coordination and manual dexterity sufficient to operate a computer keyboard, photocopier machine, telephone, and other office equipment is also required. Employee must have normal range of hearing and eyesight.

**NOTE:** The essential job functions for this position include, but may not be limited to those listed in this job description. Employees hired for this position must be able to perform the essential functions of this job without imposing significant risk of substantial harm to the health or safety of themselves or others