

POSITION DESCRIPTION

POSITION:	Coverage/Float Advanced Practice Provider (Nurse Practitioner or Physician Assistant)
REPORTS TO:	Chief Medical Officer
DEPARTMENT:	Primary Care

OUR MISSION

East Valley Community Health Center's mission is to provide access to excellent health care while engaging and empowering our patients, employees and partners to improve their well-being and the health of our communities.

CORE VALUES

- **High Quality Services** – We will provide quality services that meet the needs of our patients. We will pursue continuous improvement in everything we do.
- **Excellent Customer Service** – We are committed to being the preferred provider of health services in the areas we serve.
- **Integrity** – We will be honest and responsible in dealing with patients and coworkers and the communities where we serve.
- **Accountability** – We are accountable, individually and in teams, for our actions and results.
- **Safe Environment** – We will work in a safe manner that promotes the health and well-being of all individuals.
- **Profitability/Fiscal Responsibility** – We are dedicated to earning financial returns that will enable us to grow and enhance our value to our communities.

In addition to your position description, please ensure you are familiar with EVCHC's Human Resources Policies and Procedures and the Corporate Compliance Guide which cover common policies and expectations applicable to all EVCHC employees.

MAJOR POSITION RESPONSIBILITIES AND FUNCTIONS:

The Coverage/Float Nurse Practitioner or Physician Assistant (APP) will provide medical services in accordance to standard medical practice protocols. APP will float to all clinic sites to provide medical coverage for other providers' scheduled PTO. APP must be able to provide medical services, such as primary care services including pediatrics, and OBGYN care within scope of practice as determined by licensure and/or certification.

APP will be available to provide medical services at the following clinic locations:

WEST COVINA CLINIC
420 S. Glendora Ave.
West Covina CA 91790

POMONA CLINIC
1555 S. Garey Ave.
Pomona CA 91766

COVINA CLINIC
276 W. College St.
Covina, CA 91723

**HOPE 4 HOME
SHELTER CLINIC**
1400 E. Mission Blvd.
Pomona, CA 91766

**VILLACORTA SCHOOL-
BASED CLINIC**
Villacorta Elementary
School
17840 Villa Corta St.
La Puente, CA 91744

**PALOMARES SCHOOL-
BASED CLINIC**
Palomares Academy
2211 N. Orange Grove Ave.
Pomona, CA 91767

EL MONTE CLINIC
4368 Santa Anita Ave.
El Monte, CA 91731

Under the supervision of their supervising or collaborating Physician the Family Nurse Practitioner/Physician Assistant will:

- Record the medical history and provide physical exams and follow-up care according to treatment plan and medical protocols.
- Provide individual patient instruction in accordance to prescribed treatment plan and medical protocols.
- Prescribe appropriate medications to patients as needed according to medical protocols and standard medical practice.
- Provide medical services, within scope of practice as determined by licensure and/or certification. Provide additional medical services, as determined by Chief Medical Officer, within your scope of practice, such as Medication Assisted Therapy (MAT) or Pre-Exposure Prophylaxis (PrEP).
- Accurately complete all necessary charting according to clinic protocols and mandated by funding source guidelines and standard medical practice.
- Identify physical, nutritional and/or lifestyle problems and refers to appropriate on-site and off-site resources.
- Identify psychosocial and emotional problems/issues and refers to on-site or off-site resources.
- Must be in compliance with all clinical and administrative quality measures such as, HEDIS metrics and patient productivity.
- Consult with supervising/collaborating physician for patient evaluation as needed.
- Perform timely documentation/action within Electronic Health Record (EHR) including but not limited to, diagnosis, treatment plan, orders, medications, etc.
- Take timely action on pending EHR PAQ items.
- Issue timely responses to E-Consult specialist reviewers.
- Able to provide medical services on telehealth platform provided by EVCHC.
- Adhere to Quality Improvement guidelines and participates in Quality Improvement programs for chronic diseases.
- Work closely with Registered Dietitians/Health Educators in order to provide appropriate education to patients.
- Participate in monthly Provider Meetings as required.
- Serve as a preceptor instructor to Nurse Practitioner, Physician Assistant, or medical students

as assigned.

- Attend conferences and seminars when requested and will comply with continuing education requirements.
- Participate in provider recruitment activities.
- Participate in activities that foster the development of clinical support team members.

POSITION REQUIREMENTS AND QUALIFICATIONS:

- At least 2 years of experience as an Advanced Practice Provider.
- Satisfactory completion of an accredited Advanced Practice Provider training program.
- Current license in the State of California as a Nurse Practitioner/Physician Assistant.
- Current DEA certification.
- Current Board Certification from accredited organization for the certification of Advanced Practice Providers.
- Current CPR certifications.
- Current California Driver’s license, and appropriate automobile liability insurance.
- Ability to work independently with little supervision.
- Must relate well to all cultural, ethnic, and socio-economic groups within the East Valley service area.

WORKING CONDITIONS/PHYSICAL/MENTAL ABILITIES AND PROCESSES:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Duties are performed primarily in a site/office setting.
- Work requires periods of standing, sitting, lifting, turning, twisting, walking, pushing, pulling, reaching, speaking, hearing, seeing and ability to articulate clearly, use of hands to finger, reaching with hands and arms.
- Ability to stand, sit, stoop, kneel, and bend in order to speak to patients.
- Ability to write notes, treatment plan comments, track records and reports.
- Ability to work productively in a small office space used by multiple employees.
- Ability to work with personal computer for long periods of time.
- Ability to communicate, in a positive manner, with all levels of staff.

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge I have received, read and understand my position description.

NOTE: This description indicates in general terms the type and level of work performed and responsibilities held by the employee(s). Duties described are not to be interpreted as being all-inclusive.

Employee Signature

Date

Employee Print Name

Employee File#