

## POSITION DESCRIPTION

<b>POSITION:</b>	Express Care Advanced Practice Provider (Nurse Practitioner/ Physician Assistant)
<b>REPORTS TO:</b>	Chief Medical Officer
<b>DEPARTMENT:</b>	Primary Care

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### **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.**

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### **MAJOR POSITION RESPONSIBILITIES AND FUNCTIONS:**

The Express Care Advanced Practice Provider will provide Express Care (same-day and urgent care) primary care medical services in accordance to standard medical practice protocols. Under the supervision of their supervising or collaborating Physician the Advanced Practice Provider will:

- Provide medical care to Same Day/Walk-In patients.
- Record the medical history, provide clinical exams and follow-up care according to the current medical standards of care.

- 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.
- Ensure follow-up appointments are scheduled with EVCHC PCP.
- 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. All documentation must follow managed care and standard medical practice guidelines.
- Take timely action on pending EHR PAQ items.
- Able to provide medical services on telehealth platform provided by EVCHC.
- Adhere to quality improvement guidelines.
- Participate in monthly Provider Meetings as required.
- 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:**

- 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.
- Must have experience in Urgent Care/Emergency Room
- 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, 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.*

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Employee Signature

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Date

\_\_\_\_\_  
Employee Print Name

\_\_\_\_\_  
Employee File#