

Family Health Centers – Job Description

JOB TITLE: Certified Nursing Midwife

DEPARTMENT: Medical Clinic

Revised Date: December 2017

FLSA STATUS: Exempt

REPORT TO: Medical Director

JOB SUMMARY: The Nursing Midwife primary job function is to be responsible for provision of comprehensive clinical obstetrics, gynecology and women's health. Works independently and interdependently with other clinic providers.

SPECIFIC DUTIES / SKILLS (as related to the Mission Statement):

Access & Quality

1. Provide skilled assistance to expectant mothers throughout the childbirth process, from pre-pregnancy counseling to postpartum care.
2. Examines patient during pregnancy, utilizing physical findings, laboratory test results, and patient's statements to evaluate condition and ensure that patient's progress is normal.
3. Monitor maternal and fetal health throughout a pregnancy, recognizing complications and referring patients to a physician when needed.
4. Perform annual examinations, prescribe medications and order tests.
5. Provide counseling and family planning services, educating their patients on the uses and limitations of birth control products, and prescribing contraceptives as needed.
6. Instructs patient in diet and prenatal health practices
7. Delivers infant and performs postpartum examinations and treatments to ensure that patient and infant are responding normally.
8. Conducts classes for groups of patients and families to provide information concerning pregnancy, childbirth, and family orientation.
9. Institute referral and coordinate patient services to promote continuous comprehensive care at the primary level.
10. Incorporate into the plan of care, provisions for the preventive measures to improve health status based upon individual cultural, psychological, social and environmental factors.
11. Provide information for the patient, enabling patient to make realistic decisions in solving health and related problems and insure joint responsibility with the professional health team members for the outcome of the patient's care.
12. Advise and counsel patients about normal developmental and maturational status and normal life crises. Identify and intervene in problems related to these areas.
13. Collect and record data according to the problem-oriented medical record and clinic protocols.
14. Follow established clinic and hospital OB protocols.
15. Inform FHC administration as soon as practical in cases of poor outcomes or potential liability
16. Provide support and positive counseling for patients with chronic disease in regard to psychosocial, environmental and physical well being.
17. Institute emergency medical measures in life-threatening situations.
18. Access and intervene in common developmental and behavioral problems of individuals in the family.
19. Perform routine physical examinations and preventive health measures including routine immunizations, developmental screening and other common screening laboratory procedures appropriate to each age group.
20. Diagnose and treat common health problems in a given population. Collaborate and consult with physicians to collect the data for less common and more complicated health problems. Work with

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other staff (physicians, counselors, CHR's etc.) in the establishment, evaluation and monitoring of treatment programs.

21. Counsel men and women on available contraceptives and facilitate making the indicated birth control measures available.
22. Monitor changes of patients with chronic disease.
23. Dispense medications from onsite dispensary in accordance with FHC and State of Washington Pharmacy Board policies
24. Assume duties as patient advocate between patients and health care systems.
25. Educate and be supportive and cooperative to nursing, reception and other ancillary staff.
26. Work at the individual minimum productivity level as set by the clinic and federal standard based on clinical time.
27. Maintain license according to state law and provide all appropriate documentation to the clinic.
28. Maintain active hospital privileges as pertains to scope of practice.
29. Participate in a shared call system with other providers.
30. Responsible for accurate, timely, and complete documentation in patient records.

Advocacy

1. Treat all patients with dignity and respect
2. Provide excellent customer service
3. Conform to JCAHO, PCMH and HIPAA regulations

QUALIFICATIONS:

1. Graduate from an accredited Nurse Midwife program.
2. Applicable current licensure with Evidence of Prescriptive Authority in the State of Washington
3. Ability to communicate both verbally and in writing. Ability to write clearly, concisely and accurately.
4. Bilingual English/Spanish preferred
5. Ability and willingness to work with a diverse individuals
6. An awareness and appreciation for both the health and socioeconomic needs for a low-income, underserved population.
7. Computer Literate – knowledge of office practices
8. Knowledge of medical terminology

COMMUNICATION SKILLS

- 1) Employee is required to effectively communicate using FHC's core values; the **Core Dimensions**
 - a) **Respect**—using manners and appropriate language; maintaining a person's dignity and confidentiality; giving credit where due; asking others for their input and feedback
 - b) **Empathy**—to show someone you understand what they are feeling without judgment; engaged listening with no distractions; acknowledgment and paraphrasing; eye contact
 - c) **Genuineness**—tone of voice and body language are congruent; showing consistent behaviors over time; integrity (follow-through and follow-up); humility (admitting when a mistake is made)
 - d) **Specificity**—what details can you give so someone knows what "excellence" looks like; models or samples; one-on-one mentoring; alternate plans
- 2) Job duties require employee to provide excellent customer service to all internal and external customers
- 3) Job duties require the employee to effectively communicate basic or non-technical information to co-workers and others in informal and formal settings
- 4) Job duties require the effective communication of information in written (including electronic) correspondence

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GENERAL DUTIES AND RESPONSIBILITIES:

1. Maintain a courteous attitude toward internal and external customers at all times
2. Ability to work in a team oriented atmosphere
3. Honest, courteous and professional manner
4. Have a valid Washington driver's license and insurable.

TYPICAL PHYSICAL DEMANDS

Physical Requirements	N/A	Rarely (1-12%)	Occasionally (13-33%)	Frequently (34-66%)	Regularly (67-100%)
Standing					x
Walking					x
Climbing		x			
Sitting				x	
Stooping / Kneeling			x		
Lift/Carry up to 15 lbs.				x	
Lift/Carry up to 30 lbs.				x	
Lift/Carry up to 50 lbs.				x	
Push/Pull up to 25 lbs. of exertion				x	
Push/Pull up to 50 lbs. of exertion				x	
Work below waist level				x	
Work at waist to shoulder level					x
Work above shoulder level			x		
Reach further than arm's length				x	
Fingering					x
Grasping / Holding					x
Talking					x
Hearing					x
Seeing					x
Work in confined spaces			x		
Exposed to extreme temperatures	x				
Operate tools or machinery (incl. office equip.)					x
Operate motorized vehicles/equipment	x				
Work at heights balancing	x				
Use/exposed to hazardous substances					x

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

Signature below acknowledges that I have received a copy of my job description.

Employee Signature

Date

Witness Signature

Date