

Family Health Centers – Job Description

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| Approved By: |
| Title: |
| Approval Date: |

JOB TITLE: ARNP – Nurse Practitioner

JTC 601

DEPARTMENT: Medical Clinic

Revised Date: February 2007

FLSA STATUS: Exempt Non-Exempt

Salary Hourly

REPORT TO: Medical Director

JOB SUMMARY: The Nurse Practitioner’s primary job function is to be responsible for provision of comprehensive primary care services for the patients of Family Health Centers. Works independently and interdependently with other clinic providers. Job performance is evaluated through direct observation, consultation and written documents .

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

Access & Quality

1. Provide comprehensive primary care services in a primary medical care ambulatory clinic setting, working independently and interdependently with other FHC providers.
2. Provide consultation to other clinic providers either in person or by telephone.
3. Consult with clinic physicians, specialists, or other health care professionals as appropriate.
4. Assess patient needs for specialty referrals, diagnostic and in-patient care and make appropriate referrals for service.
5. Participate in a shared call system with other providers.
6. Assist with meeting clinic patient care team productivity and quality care standards.
7. Participate in development and utilization of FHC practice guidelines and procedures.
8. Participate in audits, and meet standards of FHC Quality Improvement and Risk Management programs.
9. Responsible for accurate, timely, and complete documentation in patient records.
10. Participate in patient triage system.
11. Perform minor outpatient procedures in accordance with FHC credentialing policy.
12. Maintenance of credentials essential for practice, to include licensure, certification and CPE.
13. Provide patients and family members with counseling and education regarding health maintenance, disease prevention, diagnosis, treatment, and need for follow up as appropriate during each patient visit. Verify and document that the patient understands diagnosis, treatment and follow up recommendations.
14. Dispense medications from on site dispensary in accordance with FHC and State of Washington Pharmacy Board policies.
15. Develop and maintain practice plan which is in accordance with State of Washington P.A. licensure requirements, in cooperation with the Medical Director.

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16. Attend staff meetings, in-service meetings, and participates in agency committees or task force activities.
17. Other tasks as assigned by supervisor.

Advocacy

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

QUALIFICATIONS:

1. *Education:* Graduate from an accredited Nurse Practitioner program.
2. *Licensure:* A valid license to practice as an ARNP with Evidence of Prescriptive Authority in the State of Washington.
3. *Experience:* No prior experience is required.
4. *Essential Technical/Motor Skills:* Ability to communicate both verbally and in writing. Ability to write clearly, concisely and accurately.
5. *Interpersonal Skills:*
 - Skilled in interpersonal relationships.
 - Ability and willingness to work with a diverse individuals.
 - An awareness and appreciation for both the health and socioeconomic needs of a low-income, underserved population.
 - Ability to work effectively in a community health setting utilizing physicians, nurse practitioners, physician assistants, and support staff.
6. Bi-lingual English/Spanish highly desired
7. Computer Literate...knowledge of office practices

GENERAL DUTIES AND RESPONSIBILITIES:

- Maintain a courteous attitude toward internal and external customers at all times
- Ability to work in a team oriented atmosphere
- Honest, courteous and professional manner
- Good personal hygiene
- Free of alcohol and drug abuse
- Have a valid Washington driver's license and insurable.

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ESSENTIAL PHYSICAL REQUIREMENTS:

| 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 |

SALARY RANGE: ARNP base (as applicable) as determined by current salary scale.

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