

Open Door Health Services Job Description

Title: Nurse Practitioner
Department: Medical Services
Reporting Relationship: Chief Medical Officer/Chief Operating Officer
Authority: None
Classification: Exempt – full time

General Summary of Duties: Provides primary care to patients acting as physician extender in the clinic following established standards, practices, and protocols.

Typical Physical Demands: Requires full range of body motion including handling and lifting patients, manual and finger dexterity and eye-hand coordination. Requires standing and walking for prolonged periods of time. Occasionally lifts and carries items weighting up to 100 pounds. Requires normal visual acuity and hearing. Requires exposure to communicable disease and bodily fluids. Requires working under stress in emergency situations or during irregular hours.

Typical Working Environment: Frequent exposure to communicable disease, toxic substances, medicinal preparations and other conditions common to a clinic environment. Tasks involve contact with blood or body substances.

Privacy Category: Functions in the Medical Level. Those areas included in the Privacy Category are listed under Specific Duties/Responsibilities.

Specific Duties/Responsibilities:

- Obtains complete medical history and physical data on patients.
- Performs a complete physical exam and assessment and records findings.
- Makes independent provider judgments, collaborating with physicians in managing acute and long term medical needs of patients, as appropriate.
- Interprets and integrates data to determine appropriate diagnostic and therapeutic procedures as needed.
- Maintains and reviews patients records, charts, and other pertinent information.
- Orders appropriate laboratory and diagnostic procedures and reports tests and examination results.
- Synthesizes data to determine preliminary diagnosis and therapeutic plan utilizing principles of prevention.
- Per licensing guidelines, administers medications and injections according to physician direction and protocols.
- Interviews and advises patients regarding health maintenance, illness prevention, normal behavior, social and physical growth and development.
- Recommends community resources to meet patient and family needs.
- Instructs patient and family regarding medications and treatment instructions.
- Provides telephone consultation, follow-up phone calls, and triage patient telephone calls.
- Manages medical emergencies.
- Provides monitoring and continuity of care between Clinic visits.
- Remains current in advanced practice changes within specialized area, and where relevant, translates these findings into clinical practice.
- Demonstrates ongoing professional growth through participation in relevant educational endeavors and appropriate associations.

- Maintains patient confidentiality.
- Attends required meetings and participates in committees as requested.
- Complies with all agency policies and procedures concerning corporate compliance including privacy of protected health information.
- Performs related work as required, and other duties as assigned.

Performance Requirements (Knowledge, Skills, and Abilities):

- Knowledge of organizational policies, regulations and procedures to administer patient care.
- Knowledge of medical equipment and instruments to administer patient care.
- Knowledge of and skill in applying and modifying the principles, methods and techniques of professional nursing to provide ongoing patient care.
- Skill in taking medical history to assess medical condition and interpret findings.
- Skill in preparing and maintaining records, writing reports, and responding to correspondence.
- Skill in developing and maintaining department quality assurance and quality control standards.
- Ability to communicate clearly.
- Skill in establishing and maintaining effective working relationships with patients, medical staff, and the public.
- Ability to react calmly and effectively in emergency situations.
- Ability to interpret, adapt and apply guidelines and procedures.

Special Requirements:

- Skill in exercising initiative, listening, judgment, discretion, and decision-making to achieve quality patient care.
- Able to prioritize work assignments, work independently, and perform duties efficiently.
- Understanding of individual socio-economic status and life-style with respect for individual differences.

Education: Graduate of an accredited school of nursing. BSN required. Successful completion of an approved Nurse Practitioner program, testing, and certification.

Experience: Three years of professional nursing experience in a clinic setting preferred.

Certification/License: Possession of an Indiana State Registered Nurse license. Possession of an Indiana State Nurse Practitioner Authorization license. DEA certification. CSR registration. CPR certification.

The above job description has been explained to me and I understand the contents and responsibilities. I have received a copy of my job description.

Signature: _____ Date: _____

Reviewed: 9/05/08