



Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

## **Nurse Practitioner (NPI) Job Description**

### **Position Overview:**

**\*This position is for Part-Time/Full-Time depending on demand of service**

This position provides the full scope of primary care services which fall under his/her field of training, including but not limited to diagnosis, treatment, therapeutic procedures, and coordination of care, preventive care and health maintenance to all ages of patients. In addition, given the remote location of the Health Center, this position requires proficiency with emergency medicine, triage, stabilization, emergency procedures, and all other treatment required for emergency medicine. A Nurse Practitioner is a member of the Uncompahgre Medical Center (UMC) Health Care Team. In this capacity they are expected to be familiar with the mission, vision, philosophy, goals, and objectives of the Health Center and work collaboratively to achieve them. They must be cognizant of, and comply with, all Health Center policies and procedures, as well as pertinent state and federal regulations.

### **Supervision Received:**

This position is directly accountable to the Chief Medical Officer. All UMC staff are accountable to the Executive Director

**Essential Duties and Responsibilities** include the following. *Other assignments, projects, and duties may be required:*

- Provider shall provide primary care to clinic patients, including education, preventative, diagnostic and therapeutic procedures within established standards for Provider's training and experience and within HRSA approved scope of practice.
- Adhere to the highest standards of medical practice, ethics, and professionalism at all times.
- Remain current with all licenses and credentials required by profession and required by Health Center.
- Recommend changes in all clinical areas, and/or in general areas to improve patient care and patient flow.
- Obtain health history and perform physical examinations.
- Diagnose and direct counseling for each patient on a plan for treatment.
- Prescribe medication in accordance with state, Federal and professional practice guidelines.
- Arrange referral for patients requiring services not offered at UMC.
- Review incoming medical reports, sign, date, and follow-up in a timely manner according to policy and procedure.
- Participate in education outreach and off-site health care programs in the UMC service area as assigned by the Executive Director and/or Medical Director.
- Comply with the UMC Infection Control plan which includes personally utilizing universal precautions. Help to ensure compliance by support staff.
- Participate in peer review, quality assurance, provider meetings, and other clinical meetings as assigned.
- Follow protocols and principles of practice as assigned.

- Assist in designing, implementing and evaluating educational programs for staff and patients.
- Adhere to Uniform Data System (UDS) standards and strive to exceed state and national benchmarks.
- Adhere to Meaningful Use (MU)
- Adhere to Patient Centered Medical Home (PCMH) standards by observing a team-based approach to care and supporting each member of the team to their highest level of function allowed by law.
- Compliance with Federal Torte Claims Act (FTCA) rules and regulations.
- Complete accurate and timely documentation for all patient interactions.
- Provide accurate documentation for appropriate billing of services.
- Maintain confidentiality of all patient information.
- Help to ensure support staff adhere to clinical best practices, policies, and procedures.
- Complete duties required by funding agencies to carry out contractual agreements.
- Work collaboratively and professionally as a member and leader of a health care team, building and maintaining constructive and cooperative working relationships.
- Treat patients and coworkers with respect while leading the medical team toward health care excellence.
- Arrive at work on time and endeavor to deliver timely medical care within the constraints of patient acuity

### **Qualifications:**

- High School Diploma/GED
- Graduate from an accredited medical school
- Valid Medical License in the State of Colorado
- Current D.E.A. Certificate
- Board Eligible or Board Certified in Specialty
- Insurability (malpractice)
- Current on CPR/BLS Certification and stay current
- ACLS and PALS within 12 months of employment and stay current
- Outstanding patient communication skills, building rapport and trust
- Interest in designing, participating with and evaluating an efficient health care system in a community health center setting
- Administrative Writing Skills.
- Reporting Skills.
- Scheduling.
- Microsoft Office Skills.
- Organization.
- Time Management.
- Knowledge of Basic Office Equipment
- Travel Logistics.
- Verbal and Written Communication.
- Ability to establish and maintain effective, courteous working relationships with staff team members and Board members.
- Ability to work under pressure in a fast-paced environment.
- Ability to work flexible hours to meet job requirements
- Ability to be a team player. Support and assist team members. Be available to help, and learn from the team. Keep an open mind to feedback, and earn trust of staff and providers.

### **Working environment/Physical activities:**

- Requires periods of standing and walking.
- Requires long periods of time sitting while on the telephone and/or doing computer work.

- Requires sufficient near vision to be able to read documents and computer screen.
- Essential to have ability to lift, carry, push and pull up to 35 pounds.
- Essential to have ability to use routine office equipment such as computer and telephone.
- Essential to have ability to stoop, kneel, bend, crouch, twist and reach.
- Essential to have ability to hear routine conversations.
- Essential to have ability to comprehend both oral and written communications.
- OSHA Classification is Category I: All procedures or other job-related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluids or tissue, or a potential for spills or splashes of these fluids.
- HIPAA Classification: Unrestricted Access: A workforce member with unrestricted access will have full access to patient's protected health information, including the patient's entire medical record, for patient care purposes.

**Supervisory Duties:**

This job has no supervisory responsibilities.

**Salary Range**

\$104,000 Annual Salary to \$124,800 Annual Salary DOE

***NOTE:** This job description is not intended to be an exhaustive list of all duties, responsibilities or qualification associated with this job. Job duties can change at any time.*

By signing below I acknowledge that I have read the following job description and I understand what is expected of me. I also understand that my job function can change at any time.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_