
Job Title	Family Nurse Practitioner/Physician Assistant
Department	Providers
Reports to	Chief Medical Officer
Effective Date	1/13/2023

Position Summary

The Family Nurse Practitioner or Family Physician Assistant provides professional comprehensive primary medical care to ambulatory NeighborHealth Center (NHC) patients in collaboration with health center staff physicians. As a member of a Care Team, the Nurse Practitioner works with the other care team members to provide quality patient-centered care.

Principal Duties and Responsibilities*

1. Consults and collaborates with physicians and other health care providers to develop effective treatment plans. Provides direction to other personnel and reviews medical records to verify that each patient's care plan and medical needs are being met.
2. Obtains health history and performs a physical exam to determine and execute a diagnosis and treatment plan in accordance with established standards, procedures, and practices. Requisitions lab tests and x-rays, writes prescriptions, and makes referrals, as appropriate. Follows NHC clinical practice guidelines.
3. Delegates patient care responsibilities that fall under the scope of practice of other Care Team members to those individuals (medical assistant, nurse, care coordinator, patient educator, registration representative, behavioral health). Provides patient care to 7-10 patients per 4-hour shift per day as per productivity expectations for all mid-level providers.
4. Provides follow-up care for patients. Ensures continuity of patient and family care by exchanging information and cooperating with other community health/social service agencies, hospitals, and health care providers. Counsels' patients and/or significant others concerning physical and developmental well-being, defining each individual's needs and problems. Identifies community health resources, and guides patients and/or significant others in their use.
5. Attends staff meetings and provider meetings and maintains involvement with NHC committees to ensure quality of care for patients; participates in peer/chart review, performance evaluations, and quality improvement efforts.
6. Participates in quality improvement efforts on the Care Team.
7. May perform other duties as assigned by the medical director.
8. Participates in continuing medical education, including Life Support Training, to maintain the skills necessary to perform nurse practitioner duties and as required by applicable medical boards and the State.
9. Maintains own physical health required to perform nurse practitioner duties; maintains current immunizations and up-to-date PPD.
10. Maintains communication with Administration regarding personal issues related to drugs, felonies, discipline, loss of license or privileges, litigation where the provider or clinic is harmed or at risk, or other serious issues.
11. The nurse practitioner will meet twice a year with his/her designated Collaboratory physician as outlined in the mid-level supervision requirements protocol.

Compliance and documentation

1. Confirm patient identity according to current procedure before rendering any service.
2. Thoroughly, accurately, and promptly document all service rendered in the electronic medical record for every patient.
3. Perform all tests, procedures, and other services according to the policy and procedure of NHC, notify the appropriate supervisor in a timely manner of instrument or procedural problems.
4. Be knowledgeable of and in compliance with CLIA, OSHA, and JCAHO regulations for safety, infection control, equipment operation, and other applicable areas.
5. Participate in proficiency testing as required by NHC or departmental policy to ensure that proper standards of care are being maintained.
6. Maintain confidentiality of patient health information in accordance with HIPAA and other applicable regulations.

Required Skills or Abilities*

Ability to work independently and make clinical assessments.



Family Nurse Practitioner/Physician Assistant

Required Knowledge, Experience, or Licensure/Registration

Education: Graduate of an accredited Nurse Practitioner/Physician Assistant program; Master’s Degree preferred. Additional training may be required for specialty area.

- Active board certification as a NP in: Primary Care, Pediatrics

Experience: Qualified by education, training, or experience to work with the adult and/or geriatric patient population as specialty assignment dictates. Demonstrated ability to work independently and make clinical assessments. May require additional experience in specialty area.

Licenses or Certifications: Current licensure or permit as RN in North Carolina. Active board certification as a NP/PA in: Primary care, or Pediatrics. Active DEA license or ability to apply for such license upon hire. CPR certification required.

*To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental, and environmental conditions of the essential duties of the job.

Acknowledgment

I have read and understand my job description, and I have discussed my job requirements and responsibilities with my supervisor.

Employee Name

Employee Signature and Date

Supervisor Name

Supervisor Signature and Date
