
Job Title	Women's Health Nurse Practitioner/Physician Assistant
Department	Providers
Reports to	Director of Clinical Operations
Effective Date	10/3/2022

Position Summary

Provides professional comprehensive medical care to ambulatory NeighborHealth Center (NHC) patients in collaboration with health center staff physicians. As a member of a Care Team, the works with the other care team members to provide quality patient-centered care.

Principal Duties and Responsibilities*

1. Consult and collaborate with physicians and other health care providers to develop effective treatment plans
2. Provide direction to other clinical support staff and review medical records to verify that each patient's care plan and medical needs are being met
3. Provide comprehensive obstetric care during pregnancy; provide counseling and care during pre-conception, pregnancy, childbirth, and the postpartum period
4. Develop, assess, and evaluate individual plans of care
5. Provide contraceptive counseling and advice
6. Offer support and advice following events such as miscarriage, termination, stillbirth, neonatal abnormality, and neonatal death
7. Provide family-centered primary healthcare to women throughout their reproductive lives
8. Provide routine gynecological services – including reproductive health visits, regular gynecologic care (i.e., annual exams) and peri-/post-menopausal care and preventive care
9. Consult with other agencies and other health and social care professionals to ensure continuity of care
10. Engage in professional development to meet credentialing requirements

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.

Required Knowledge, Experience, or Licensure/Registration

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

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.



Women's Health NP/PA Job Description

Licenses or Certifications:

Current NP licensure in North Carolina. Active board certification as an NP. Experience with Women's Health preferred.
Active DEA license or ability to apply for such license upon hire.
CPR certification required
Bilingual abilities are a plus

Exempt Status	Exempt
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*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.

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