Position Title: Nurse Practitioner
Exemption Status: Exempt

Job Classification: Job Code:

Department: Clinic

Reports to: Clinic Administrator

Last Update: October 17, 2013

Job Summary
Family Nurse Practitioner to provide team leadership and mental health and addictions care to diverse clients ages 14 and over in a primary care clinic. Will work with dedicated Community Health Worker and Research Scientist in primary care setting and receive intensive training in mental health and addictions care from ECHO team of practitioners. This project is part of an innovative care model supported by multiple specialists through Project ECHO, where Project ECHO will provide mentorship and training and each primary care clinic will provide the clinical setting, staff and providers.

Essential Functions
• Promote the mission, vision, and values of the organization
• Provide mental health and addictions care to under-served clients as member of a dedicated interdisciplinary team caring for patients who have mental health and/or addiction needs.
• Co-manage with and receive support from specialists through UNM Project ECHO program in order to improve care and coordination for these patients.
• Define the care plan and assign tasks appropriately to other team members based on their scope of practice
• Provide team leadership and management for the ECHO Access Interdisciplinary team.
• Maintain communication as necessary with various groups, including community resources, managed care coordinators, Project ECHO and other medical or behavioral health providers, including clinic PCP.
• Participate in an innovative GE foundation-funded project to improve care for patients in rural and/or underserved areas with mental health and addiction needs
• Function as primary point of contact for some patients.
• Maintain progress notes.
• Attend full initial two week intensive training and orientation session at Project ECHO in Albuquerque, NM and ongoing weekly didactics through the Integrated Addictions and Psychiatry tele-ECHO Clinic
• Collect data and write reports to meet evaluation needs of the program.
• Perform other duties as assigned
• Receive no-cost continuing education to maintain professional certification and license.

Non-Essential Functions
• Perform other duties as assigned

Professional Requirements
• Adhere to dress code, appearance is neat and clean.
• Complete annual education requirements.
• Maintain patient confidentiality at all times.
• Report to work on time and as scheduled.
• Wear identification while on duty.
• Maintain regulatory requirements, including all state, federal and local regulations.
• Represent the organization in a positive and professional manner at all times.
• Comply with all organizational policies and standards regarding ethical business practices.
• Communicate the mission, ethics and goals of the organization.
• Participate in performance improvement and continuous quality improvement activities.
• Attend regular staff meetings and in-services.

Qualifications
• Licensed and certified in New Mexico as family nurse practitioner in good standing with NM Board of Nursing
• A minimum of two years clinical experience
• Current Basic Life Support (BLS) certification or must be obtained within thirty (30) days of hire
• Current Advanced Cardiac Life Support (ACLS) certification or must be obtained within six (6) months of hire
• Pediatric Advanced Life Support (PALS) certification or must be obtained within six (6) months of hire
• Experience collaborating with interdisciplinary teams
• Must have valid NM driver’s license and reliable personal transportation
• Primary health care experience preferred
• Experience working with vulnerable/underserved populations preferred
• Bilingual in English and Spanish preferred

Knowledge, Skills, and Abilities
• Knowledge of nurse practitioner services
• Strong organizational and interpersonal skills
• Ability to determine appropriate course of action in more complex situations
• Ability to work independently, exercise creativity, be attentive to detail, and maintain a positive attitude
• Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
• Ability to maintain confidentiality of all medical, financial, and legal information
• Ability to complete work assignments accurately and in a timely manner
• Ability to communicate effectively, both orally and in writing
• Ability to handle difficult situations involving patients, physicians, or others in a professional manner

Physical Requirements and Environmental Conditions
• Working irregular hours including call hours
• Physically demanding, high-stress environment
• Exposure to blood and body fluids, communicable diseases, chemicals, radiation, and repetitive motions
• Pushing and pulling heavy objects
• Full range of body motion including handling and lifting patients
• Position requires light to moderate work with 50 pounds maximum weight to lift and carry.
• Position requires reaching, bending, stooping, and handling objects with hands and/or fingers, talking and/or hearing, and seeing.

General Sign-off
The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read, understood and had the opportunity to ask questions regarding this position description.

_______________________________   ____________________________
Employee’s Signature    Date