



## NURSE PRACTITIONER JOB DESCRIPTION

Position Title:	Certified Nurse Practitioner	Exemption Status:	Exempt
Job Classification:		Job Code:	
Department:	Clinic		
Reports to:	Practice Administrator / Clinic Medical Director		
Last Update:	April 30, 2013		

### Job Summary

*Diagnose and treat acute, episodic, or chronic illness, independently or as part of a healthcare team. May, focus on health promotion or disease prevention. May order, perform or interpret diagnostic test such as lab work and x-rays. May, prescribe medication. Must be a registered nurse who have specialized graduate education.*

### Essential Functions

- Prescribe medication dosage, routes, and frequencies based on patients' characteristics such as age and gender.
- Order, perform, or interpret the results of diagnostic test as complete blood counts (CBC's), electrocardiograms (EKG's), and radiographs ( x-rays).
- Analyze and interpret patients' history, symptoms, physical findings, or diagnostic information to develop appropriate diagnoses.
- Develop treatment plans based on scientific rationale, standards of care, and professional practice guidelines.
- Diagnose or treat acute health care problems such as illnesses, infections, and injuries.
- Prescribe medications based on efficacy, safety, and cost as legally authorized.
- Counsel patients about drug regimens, possible side effects or interactions with other substances such as food supplements, over-the- counter (OTC) medications, and herbal remedies.
- Recommend interventions to modify behavior associated with health risks.
- Detect and respond to adverse drug reactions, with attention to vulnerable populations such as infants, children, pregnant and lactating women and older adults.
- Educate patients about self-management of acute or chronic illnesses, tailoring instruction's to patients' individual circumstances.
- Understand Electronic Health Record, utilize to its fullest capabilities, and have record complete within policy regulations.

## **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**

- Master's Degree in Nursing or Science of Nursing
- Must have 3-5 years' experience as a practicing Certified Nurse Practitioner
- Current Nurse Practitioner Certified from AANP or ANCC
- Current NM Nursing License as a Registered Nurse
- Current NM Nursing License as a Certified Nurse Practitioner
- ACLS PALS. BLS
- DEA, CSR

## **Knowledge, Skills, and Abilities**

- Giving full attention to what other people are say, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Understanding written sentences and paragraphs in work related documents
- Using scientific rules and methods to solve problems.
- Talking with others; convey information effectively.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Understanding the implications of new information for both current and future problem-solving and decision-making
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Considering the relative cost and benefits of potential actions to choose the most appropriate one.

## **Physical Requirements and Environmental Conditions**

- Walks on feet approximately 8 hours a day.
- May sit for 2-4 hours per day
- May lift up to 25 pounds
- May assist patient in standing, laying, walking and/or sitting
- Frequently bends, stoops, reaches, and pushes/pulls.
- The ability work in varying degrees of temperature (A/C).
- The ability work under extreme pressures
- The ability to handle irate patients, peers, or the general public in a professional manner.

**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.

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**Employee's Signature**

\_\_\_\_\_  
**Date**