



## Nurse Practitioner JOB DESCRIPTION

Position Title:	Nurse Practitioner	Exemption Status:	Exempt
Job Classification:		Job Code:	
Department:	Clinic		
Reports to:	CEO/Practice Administrator		
Last Update:	April 10,2017		

### Job Summary

The Nurse Practitioner is a licensed independent practitioner who is responsible for managing health problems and coordinating health care in accordance with State and Federal rules and regulations and the nursing standards of care (assessment of health status, diagnosis, development of plan of care and treatment, implementation of treatment plan, and evaluation of patient status).

### Essential Functions

- Promote the mission, vision, and values of the organization
- Contribute to the effectiveness by identifying short-term and long-range patient care issues that must be addressed; providing information and commentary pertinent to deliberations; recommending options and courses of action; implementing physician directives.
- Assess patient health by interviewing patients; performing physical examinations; obtaining, updating, and studying medical histories.
- Determine abnormal conditions by administering or ordering diagnostic tests, such as x-rays, electrocardiograms, and laboratory studies; interpreting test results.
- Document patient care services by charting in patient and department records.
- Perform therapeutic procedures by administering injections and immunizations; suturing; managing wounds and infections.
- Instruct and counsel patients by describing therapeutic regimens; giving normal growth and development information; discussing family planning; providing counseling on emotional problems of daily living; promoting wellness and health maintenance.
- Provide continuity of care by developing and implementing patient management plans.
- Maintain safe and clean working environment by complying with procedures, rules, and regulations.
- Protect patients and employees by adhering to infection-control policies and protocols.
- Comply with federal, state, and local legal and professional requirements by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; advising management on needed actions.
- Comply with medical bi-laws and organizational policies and procedures
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Develop health care team staff by providing information, educational opportunities, and experiential growth opportunities.
- Contribute to team effort by accomplishing related results as needed.

## **Non-Essential Functions**

- Perform other duties as assigned

## **Professional Requirements**

- Adhere to dress code, appearance is neat and clean.
- 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.
- Participate in committees, CQI and other meetings as appropriate and required.
- Ensure compliance with policies and procedures regarding clinic operations, fire, safety, and infection control.

## **Knowledge, Skills, Abilities**

- Knowledge of medical terminology
- Knowledge of latest trends in medical science
- 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, staff, or others in a professional manner

## **Qualifications**

- Master's Degree in medicine
- Board certified in Specialty preferred
- Graduate of an accredited school of nursing
- Graduate of an accredited Nurse Practitioner Program
- Current Advanced Practice Registered Nurse (APRN) Licensure
- Current Nurse Practitioner certification in specialty area
- Current New Mexico Medical License
- Current with Continuing Medical Education
- Current Basic Life Support (BLS) certification
- Current Advanced Cardiac Life Support (ACLS) certification
- Current Pediatric Advanced Life Support (PALS) certification
- Current DEA License
- Current New Mexico CSR License

## **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.
- Ability to work in varying degrees of temperature (heater or air conditioned).
- Ability to walk, stand or be on feet approximately 8 hours per day.
- Ability to sit for 2-4 hours per day.

**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**