

West Cecil Health Center, Inc. & Qualified Subsidiaries

Job Description

Title: Family Nurse Practitioner

Job #: 1201

Department: Primary Care

Reports to: Medical Director

FLSA Status: Exempt

Board Approved: revised 8/24/17

POSITION SUMMARY

The Family Nurse Practitioner works collaboratively with the Medical Director and/or Supervising Physician to provide a variety of primary care services the West Cecil Health Center patients. These services include, but are not limited to, health promotion, injury and illness prevention, diagnosis, treatment and monitoring of commonly encountered health problems and injuries, monitoring of stable chronic health problems, and community development and advocacy. Performs testing, referral to physicians and specialists as needed, writes prescriptions, and performs office procedures within the scope of expertise, protocols, and available equipment. These services are provided within a holistic, patient care-centered framework to patients of all ages.

ESSENTIAL FUNCTIONS

- Serve as Family Nurse Practitioner of West Cecil Health Center, Inc. and provide leadership to facilitate the achievement of its mission.
- Determines and assesses the health status of patients by reviewing medical records, taking comprehensive medical histories, and performing physical examinations and records findings following proper medical documentation protocol
- Initiates and performs or directs other support staff to perform screening and diagnostic tests, including blood draws, cultures, skin tests, pap smears, minor wound care, and other procedures appropriate for the patients' condition
- Orders or performs routine laboratory and other testing and interprets results, or arranges for such procedures at other facilities
- Plans and oversees on going treatment and clinical management of patients in stable phases of chronic illness, and general health maintenance of non-chronic, non-acute patients in adults and infants/children
- Consults with providers regarding patients' conditions, diagnosis, treatment plan, medication orders and need for specialty care; keeps supervising physician advised of patient status as necessary

- Prescribes medications according to proper clinical care and standards of practice
- Recognizes conditions requiring immediate attention, changes in chronic conditions, indications of early stages of chronic conditions, mental and emotional disturbances, and communicable disease cases; consults and makes appointments with physicians for patients
- Provides emergency medical treatment when necessary and within scope of expertise and available resources
- Prepares and maintains complete and accurate charts, files, records, and other documents pertaining to patients' care; reviews material prepared by other staff for completeness and accuracy
- Attends, participates in, and contributes to in-services education, staff meetings, and training sessions to maintain and increase skills, and to teach others

KEY COMPETENCIES

- Practice-based Learning and Improvement: Show an ability to investigate and evaluate patient care practices, appraise and assimilate scientific evidence, and improve the practice of medicine.
- Patient Care and Procedural Skills: Provide care that is compassionate, appropriate, and effective treatment for health problems and to promote health.
- Systems-based Practice: Demonstrate awareness of and responsibility to the larger context and systems of health care. Be able to call on system resources to provide optimal care (e.g. coordinating care across sites or serving as the primary case manager when care involves multiple specialties, professions or sites).
- Medical Knowledge: Demonstrate knowledge about established and evolving biomedical, clinical, and cognate sciences and their application in patient care.
- Interpersonal and Communication Skills: Demonstrate skills that result in effective information exchange and teaming with patients, their families and professional associates (e.g. fostering a therapeutic relationship that is ethically sound, uses effective listening skills with non-verbal and verbal communication; working as both a team member and at times as a leader).
- Professionalism: Demonstrate a commitment to carrying out professional responsibilities, adherence to ethical principles and sensitivity to diverse patient populations.

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities

POSITION TYPE AND EXPECTED HOURS OF WORK

- This may be a full-time or part-time position.
- Days and hours of work will be scheduled in accordance with West Cecil Health Center's operating hours.
- After hours coverage on a rotating schedule to respond to patient calls for emergencies.

LOCATION/TRAVEL

- Located in West Cecil Health Center and/or its qualified subsidiaries.
- Travel is primarily local during the business day, although some out-of-the-area travel may be expected.

POSITION REQUIREMENTS

Education

- Nurse Practitioner Master Degree

Experience

- A minimum of one-year experience in family health care preferred

Physical/Environmental

- This job operates in a professional office environment. This role routinely uses standard office equipment.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must occasionally lift or move office products and supplies, up to 20 pounds.

Additional Eligibility Qualifications

- Well-developed interpersonal skills are required
- Basic knowledge and experience in human resource management is required

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____