



Job Title: NURSE PRACTITIONER/PHYSICIAN ASSISTANT

Department(s): Provider Clinical Operations

Position Summary: Provides health care services to patients within the scope of NP or PA practice. Education, certification, and Minnesota laws delineate scope of practice and provide governance of licensure.

Supervision Received: Medical Director

Supervision Exercised: None

Hours/Week 32 Full-Time Part-Time Exempt Non-Exempt

FLSA Definition:

ESSENTIAL FUNCTIONS:

- Provides comprehensive health care for clinic patients as established by clinic protocols and community nursing practice or PA standards. These services include health maintenance; acute episodic care; long-term care of stable chronic illness; ordering appropriate lab tests, x-rays and referrals; diagnosis, planning and evaluation as appropriate.
- Consults with or refers to Medical Director, other clinic physicians, other nurse practitioners/physician assistants, specialists, certified nurse midwives, and/or other health care personnel as patients' needs may warrant
- PA: Reviews patient visits regularly with supervising physician and other on-site physicians, as appropriate. Consults with or refers to other Provider staff. Prescribes appropriate medications according to PA prescribing agreement, MD supervising agreement (as relevant), MBN or Board of Medical Practice and DEA licensure.
- Secures patient health and developmental histories
- Performs appropriate physical examinations
- Maintains patient records as established by clinic protocol
- Provides appropriate patient education
- Works with the health care team (RNs, MAs, Lab, Patient Reception and other clinical support staff)
- Participates in development of clinic protocols, policies, and procedures, as requested
- Serves as a Provider Champion for specific clinical quality indicators (at least one). As such, assists in the development/review of workflows and process improvement to improve the quality of care for NHS patients related to the specific condition or indicator. Provider Champion is also responsible for assisting in the education, development and motivation of fellow providers and support staff as it pertains to implementation of the QI plan for the given measure.
- Provides community education as requested

CORE REQUIREMENTS:

- Works collaboratively and respectfully with staff and others—individually and as part of a team—to achieve optimal efficiency, outcomes and morale
- Interacts in a culturally competent manner with individuals and groups from diverse backgrounds, including but not limited to: socio-economics, race and ethnicity, nationality and religion, both in-clinic and in the community
- Maintains excellent and punctual attendance
- Attends and actively participates in staff and departmental meetings
- Attends agency functions and meetings as relevant or required
- Works at any or all NHS clinics, as needed
- Uses computer daily including e-mail, word documents, spreadsheets, patient management system, electronic health record, and patient portal, as needed to carry out essential job functions
- Maintains any required licensure/certification
- Demonstrates commitment to agency mission and goals
- Abides by corporate compliance program, HIPAA regulations and other agency policies and procedures
- Participates daily in pre-visit planning and huddles (RN, Provider, Medical Assistant, Front Desk)
- Utilizes Patient Portal to access patient information and communicate with patients, as relevant
- Plans, organizes, and multitasks
- Speaks, understands, reads and writes English sufficiently to carry out all essential duties
- Performs other duties as assigned

QUALIFICATIONS:

- Graduation from an accredited Nurse Practitioner or Physician Assistant program
- Nurse Practitioner or Physician Assistant certification and license to practice in Minnesota
- DEA Authority/Licensure
- Clinical work experience as an NP or PA preferred
- Skill in minor office procedures preferred

Attachments

- Physical and Mental Requirements
- Work Environment