EL DORADO COUNTY COMMUNITY HEALTH CENTER

JOB DESCRIPTION

JOB TITLE: Family Nurse Practitioner or Physician Assistant in Primary Care

REPORT TO: Associate Medical Director of Primary Care

DIRECT REPORTS: None

JOB SUMMARY: Under the general supervision of the Associate Medical Director of Primary Care and in collaboration with other clinician providers and the Medical Director, provide primary health care services in a community clinic environment to the Centers patients, including prevention, education, diagnosis, treatment, prescribing, making referrals. This position is responsible for working with all Center departments to ensure that the patient experience is delivered in a timely**,** dignified, and caring manner.

JOB DUTIES AND RESPONSIBILITIES

All Family Nurse Practitioner scope of practice and clinical privileges/procedures are authorized by the approved written Nursing Standardized procedures of El Dorado County Community Health Center, written in accordance with the Nursing Practice Act (NPA) Section 2725 and California Code of Regulation (CCR 1480). State of California, as implemented and regulated by the State of California Board of Registered Nursing, www.rn.ca.gov

All Physician Assistant scope of practice and clinical privileges/procedures are authorized by the approved written protocols and procedures of El Dorado Community Health Center, to include the required designated services agreement (DSA) for each Physician Assistant, all written in accordance with Physician Assistants Practice Act, division 2, chapter 7.7 and Title 16, (CCR 13.8), as implemented and regulated by the State of California Physician Assistant Board, www.pac.ca.gov

Clinical Practice

1. Provide primary health care services to Center clients of all ages consistent with scope of practice laws and Protocols and Standardized Procedures, including taking comprehensive health history, performing physical examination, completing medical work-up, performing or ordering appropriate lab, x-ray, and other tests, prescribing, and implementing appropriate therapy according to standard practice.

2. Obtain appropriate consults with physicians when problems presented are outside the scope of practice or when unfamiliar with a particular aspect of the client's care.

3. Facilitate transfer of care to other EDCCHC clinicians when religious or personal beliefs interfere with the clinician's ability to offer full care options (i.e., abortion referral, contraceptive management, etc.).

4. Administer injections, immunizations and oral medications; suture wounds, prescribe, administer an dispense drugs in accordance with federal and state laws and standards of practice.

5. Provide oral and written health education to Center clients and their families and answer questions, and work closely with other clinic staff who provide these services to assure the provision of appropriate health education and information, including follow-up, for clients.

6. Maintain productivity standards within 10% of the practice goal in order to sustain fiscal viability while maintaining high quality medical care.

7. Perform independent assessments and treatment procedures in emergency situations.

8. Take the lead or participate in the development, periodic review, and updating of Protocols and Standardized Procedures.

9. Participate in a comprehensive quality improvement process which includes routine auditing of medical records to ensure quality clinical care and that clinic protocols are followed, and ensuring that the Board's quality assurance committee's recommendations concerning medical care are implemented.

10. Be available to answer questions/provide consultation to all clinic staff during clinic hours, including triaging telephone calls and making referrals.

11. Coordinate communication during the following situations: a) call if he/she is going to be late; b) sign out clients to the appropriate clinician/clinic staff for call or follow-up; c) give appropriate notice as required by EDCCHC for time off; d) respond to messages in a timely manner during working hours and while on-call.

12. Complete legible and legally defensible medical records in a timely manner on a daily basis, including completing accurate and timely chart entries on client transactions, orders, test results and progress notes summarizing client care for continuity of care between visits, using the eCW EMR system.

13. Complete and submit all billing in an agreed upon timely manner.

14. Attend continuing education programs and provide evidence of necessary education completion to upgrade skills and maintain licensing requirements.

15. Establish and maintain good relationships within the healthcare community.

16. Attend and participate in staff meetings as required or requested.

Community Contribution/Customer Satisfaction

1. Support and contribute to efforts to maintain and improve client satisfaction in all aspects of health care delivery.

2. Participate in at least two outreach activities a year such as appearance on TV/radio programs, health topic speaking engagements, agency-sponsored health fairs, newspaper articles and so forth.

Safety

1. Maintain current knowledge of policies and procedures as they relate to safe work practices.

2. Follow all safety procedures and report or resolve unsafe conditions to ensure an injury-free work environment.

3. Use appropriate ergonomic measures to reduce risk of work-related injuries.

4. Adhere to infection control procedures in the clinic, including bloodborne pathogen protocols.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of:
    - current, standard primary health care practices, treatments, tests, and therapies.
    - current and emerging trends in technologies, techniques, issues, and approaches in area of expertise.
    - scope of practice laws regarding professional licensure (i.e., FNP or PA) and Center Protocols and Standardized Procedures.
    - general information about federal, state and local laws and regulations regarding scope of practice issues affecting licensed community clinics.
    - basic information about public and private health insurance and third-party reimbursement issues.
    - community resources related to specialty care and other health-related services.

- Skills in:
    - effective oral and written communication.
    - excellent, efficient and effective use of the eCW EMR system
    - exercising good judgment in clinical decision making and client care.
    - using a computer for word processing, data entry and e-mail.
    - speaking and understanding Spanish highly desirable.

- Ability to:
    - maintain adequate physical and mental health status in order to demonstrate professional and ethical competence in providing high quality medical care to Center clients.
    - maintain quality control standards.
    - interpret, adapt and apply treatment protocols/guidelines and procedures.
    - understand client needs as consumers of health care and focus service around those needs.

- develop rapport and work with people of all ages, cultural, religious, social and ethnic backgrounds, including acknowledging and honoring psychosocial, spiritual and cultural beliefs.
- maintain professional behavior with all levels of colleagues, staff, clients and the public, including refraining from negative comments about peers in public and in the medical record, resolving conflict with peers and staff in a private setting, and demonstrate courtesy and respect to all staff.
- analyze and pay attention to detail.
- share the EDCCHC mission and team orientation approach and cooperate in accomplishing common goals and objectives.
- accept and be receptive to audit feedback and other types of clinical review.
- inspire confidence and trust in clients and staff.
- maintain a high level of confidentiality.
- meet work deadlines.

QUALIFICATIONS

Experience:

At least one year of recent experience in a busy outpatient primary care practice serving multigenerational, multicultural patients is required, which can include experience obtained during the FNP or PA program; experience in a non-profit rural community clinic setting is preferred. Speaking and understanding Spanish is desirable.

Education and Licensing Requirements:

***For FNPs*:**

- Current, valid, unsuspended State of California license as a registered nurse.
- A Master of Science Degree in Nursing including specialized advanced clinical and didactic education as a Family Nurse Practitioner from an accredited school of nursing.
- Current FNP certification by a national nurse practitioner certifying board, or certification within 12 months of hire.
- Current BLS certification.
- Furnishing number.
- DEA Certificate.

For PAs:

- A Current, valid, unsuspended State of California Physician Assistant License.

- A Physician Assistant Certificate from a school with a physician assistant program accredited by the Accredited Review Commission on Education for the Physician Assistant (ARC-PA).

- Current certification by the National Commission on Certification of Physician Assistants, or certification within 12 months of hire.

- Current BLS certification.

- DEA Certificate.

OTHER

Physical Requirements:

Normal health center/interior office environment. See, hear, talk, walk or move about, sit and/or stand for long periods of time, reach, stoop, bend, lift up to 25 lb.; transfer clients of any weight; repetitive hand movement; use and view a computer; use a calculator, operate fax, copier, telephone and car; read and write English.

FLSA Status: Exempt

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.

Salary Range: $143,249.60 - $172,848.00