

# Nurse Practitioner Job Description



**Position Title:** Nurse Practitioner

**Reports to:** Shareholder Physician Board/CEO/VP, Operations

**Job Status:** Full-Time

**FLSA Status:** Exempt

**Positions Supervised:** None

**Position Summary:** Provide compassionate and quality clinical care for patients for the diagnosis, treatment and prevention of disease. Examine patients, obtain medical histories, prescribe medications and perform tests and procedures to diagnose and treat injuries and illnesses. Counsel patients on diet, hygiene and preventive healthcare. Perform all work under the supervision of a licensed Physician.

## **Essential Functions:**

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

- Assess patient status by obtaining health history through patient and family interviews and chart reviews, assessing the presenting illness, risk factors, family history, psychosocial situation and cultural factors and performing appropriate physical examination.
- Order and perform appropriate laboratory, diagnostic and other screening tests. Seek other information as needed, including consultation with Physicians and other clinicians, for evaluation of illness.
- Integrate data to determine diagnosis and therapeutic plan, including identification of any health risks.
- Develop and implement treatment plans by prescribing and dispensing medications and injections in compliance with medical practice guidelines and state laws. Handle minor lacerations.
- Instruct patient and families regarding medications and treatments. Educate patients regarding disease management, illness prevention and wellness. Recommend appropriate community resources to meet patient and family needs.
- Communicate appropriate case management information to other professionals and community agencies.
- Prepare documentation for medical records including updating patient medical chart by posting examination and test results, diagnosis, medications and treatment in electronic medical record.
- Participate in peer reviews, chart reviews, staff education, clinical guideline development and other continuing education and quality assurance activities to demonstrate compliance with standards, regulations, policies and procedures.
- Act as consultant and collaborator to clinical team. Comply with patient confidentiality requirements. Promote patient advocacy.

- Collaborate with Physicians in managing acute and long term medical needs of patients. Provide monitoring and continuity of care between visits according to treatment plan including triaging patient calls and/or e-mails.
- Collaborate with multidisciplinary team members by making appropriate referrals.
- Provide care for the whole patient to promote overall health and wellness, including mental and emotional needs.
- Strive to build long term relationships with patients and families as part of community healthcare providers.
- Maintain and improve skill level through participation in continuing medical education.
- Perform all duties as outlined by the Virginia Board of Medicine and Virginia Board of Nursing in the scope of practice of Nurse Practitioners and approved practice agreement.
- Perform all other duties as assigned.

### **Competencies:**

- Knowledge of advanced medical practice including medical terminology, anatomy and physiology, pathophysiology, pharmacology and therapeutics, basic nutrition, behavioral factors, psychosocial/family systems, diagnostic testing, interpretation of results and clinical decision making and alternative treatment modalities.
- Knowledge of professional Nurse Practitioner theory, practices and regulations related to evaluating and providing patient care and professional ethics related to the delivery of patient care.
- Knowledge of medical equipment and instruments used to administer patient care.
- Knowledge of common safety hazards and precautions to establish and maintain a safe work environment.
- Knowledge of health promotion, health risk identification and patient education principles and techniques.
- Knowledge of community, professional and educational resources.
- Knowledge of practice management systems including electronic medical records.
- Skill in case management, time management, problem solving, crisis intervention, emergency response, multitasking and other organizational matters.
- Accuracy – Ability to perform work accurately and thoroughly.
- Communication – Ability to communicate effectively verbally and in writing.
- Computer Skills – Proficient ability to use a computer and electronic medical record.
- Confidentiality – Maintain patient, team member and employer confidentiality. Comply with all HIPAA regulations.
- Customer Service Oriented – Friendly, cheerful and helpful to patients and others. Ability to meet patients and others needs while following office policies and procedures.
- Decision Making – Ability to make critical decisions while following CVFP policies and procedures.
- Delegating – Ability to allocate authority and/or task responsibility to appropriate team members, peers or superiors.
- Detail Oriented – Ability to pay attention to the minute details of a project or task.
- Flexibility – Ability to adapt easily to changing conditions and work responsibilities.
- Positivity – Display a positive attitude and is a positive agent for change.
- Teamwork – Work as part of a team and collaborate with co-workers.
- Working Under Pressure – Ability to complete assigned tasks under stressful situations.

### **Education and Experience:**

- BSN required and MSN preferred

- Successful completion of advanced practitioner training as Nurse Practitioner (general or specialized) from an approved Nurse Practitioner program required
- Nurse Practitioner Certification required
- Three years of Nurse Practitioner experience preferred

**Certification and Licensure:**

- Current Virginia Nurse Practitioner licensure required
- Current DEA licensure required
- Current CPR certification required

**Work Environment:**

- Environmentally controlled medical office environment
- Fast paced environment with occasional high pressure or emergent situations
- Work hours subject to office needs to ensure coverage during all hours of operation
- On call work hours in rotation with other Nurse Practitioners
- Frequent exposure to bodily fluids
- Possible exposure to infectious specimens, communicable diseases, toxic substances, ionizing radiation, medicinal preparations and other conditions common to a laboratory and medical office environment
- May wear Personal Protective Equipment (PPE) such as gloves or a mask
- Frequent interaction with a diverse population including team members, providers, patients, insurance companies and other members of the public

**Physical Demands:**

- Frequent standing, walking, sitting, grasping, carrying, reaching, bending, stooping and speaking
- Lifting, carrying, pushing and pulling up to 50 pounds, with assistance if needed
- May need to lift or turn patients who are disabled, with assistance if needed
- Frequent use of computer, keyboard and phone

CVFP has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the team member's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors, managers, directors or officers as deemed appropriate. This document does not represent a contract of employment, and CVFP reserves the right to change this job description and/or assign tasks for the team member to perform, as CVFP may deem appropriate.

**Team Member Signature:** \_\_\_\_\_

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