Community Health Center
Mission: To promote the health of low-income, working uninsured, and other vulnerable children and adults in Jackson County, Oregon.

POSITION TITLE: Family Nurse Practitioner
STATUS: Exempt
DEPARTMENT: Clinical Services
APPROVED BY: Margaret M. Crowley, RN,MPH
APPROVAL DATE: April 2011

GENERAL STATEMENT OF DUTIES: Support mission and goal achievement, organizational quality and patient-centered care. Incorporate core organizational values of quality, respect, partnership, compassion, and integrity in all activities and decisions. Function as a Primary Care Provider (PCP) for empanelled patients in a clinic based primary health care setting serving patients of all ages and backgrounds especially low income, un/under-insured and underserved persons residing in Jackson County, Oregon. Utilize professional skills in diagnosing, treating and managing acute and chronic health problems, and providing preventive care focused on health risk factor reduction and patient self-management. Ensure efficient, effective and integrated patient care through joint planning and problem solving with internal and external care team members. Provide team-based integrated and culturally respectful patient-centered care consistent with medical best practices and the policies and procedures of the organization. Protect the dignity, privacy and confidentiality of patients and their families, as well as co-workers and others.

SUPERVISION RECEIVED: Works under the direct supervision the Chief Clinical Officer or their designee

SUPERVISION EXERCISED: Direct and manage the overall care plan for empanelled patients; supervises the activity of assigned practicum students.

ESSENTIAL RESPONSIBILITIES: Family Nurse Practitioner

1. Serve as the Primary Care Provider (PCP) for empanelled patients of all ages
2. Lead a patient-centered care team in responding to the needs of empanelled patients
3. In conjunction with the site manager and RN Lead, oversee the day-to-day activities of care team members to ensure the delivery of timely, consistent and coordinated patient-centered primary care
4. Participate in daily team huddles as an essential process for assuring continuity of patient care and planning and organizing the daily work flow including the systematic delegation of work that can and should be performed by other team members
5. Provide primary and preventive care services that respects patient and family values while encouraging patients to expand their role in decision-making, self-management and behavioral change to mitigate identified the patient’s health risks
6. Perform history taking, physical examinations, diagnosis and therapeutic treatment planning consistent with clinical best practice guidelines, clinical policy and procedures, and limits of licensure and certifications
7. Order diagnostic testing as indicated
8. Interpret results of physical and diagnostic findings and plan appropriate follow-up with individual patients/families taking into account the patient’s physical, socio-economic, cognitive, cultural, and linguistic needs and resources
9. Include basic principles of healthful living and health risk reduction as part of each patient encounter;
10. Respond to request for medication refills in a timely fashion
11. Make referrals to staff physician(s) and specialists as necessary
12. Maintain accurate and legible records in the patient’s EPIC based electronic medical record
13. Provide back-up care for site PCPs during scheduled and unscheduled absences and peak periods of service demand
14. Provide telephonic response and guidance to patient calls when scheduled for Call Coverage during non-clinic hours
15. In all activities model for the benefit of all concerned the organization’s core values of quality, respect, partnership, compassion, and integrity
16. Promote an environment of continuous quality improvement leading by example, mentoring team members and maintaining clinical skills through continuous lifelong learning
17. Attend scheduled staff and team meetings unless excused
EDUCATION:  Master's Degree in Nursing or a Doctorate in Nursing from a CCNE (Commission on Collegiate Nursing Education) or NLNAC (National League for Nursing Accreditation Commission) accredited graduate nursing program.

EXPERIENCE:
- Minimum two or more years experience as a nurse practitioner in a primary care setting serving patients of all ages; supervisory experience highly desirable; documentation using an EMR based patient record preferred.

QUALIFICATIONS:
- Current, unencumbered certification by the Oregon Board of Nursing as a Nurse Practitioner with prescribing authority
- Current DEA and National Provider Identifier (NPI) number
- Eligible for Prime Care credentialing
- Current BLS credential
- Valid Driver’s License; proof of automobile insurance
- Ability to participate effectively as a team member by supporting change decisions and other staff, and by managing conflict appropriately
- Willingness to work a flexible schedule when circumstances necessitate
- Demonstrated ability to provide patient-centered care utilizing clinical best practice guidelines
- Ability to properly code medical encounters
- Commitment to support and contribute to mission achievement, safety and risk management efforts, continuous quality improvement, and team based patient-centered care

Physical Demands:  Lifting, bending, reaching, pushing, carrying, sitting, vision corrected in normal range, hearing corrected in normal range
Hazardous Conditions: Exposure to infectious diseases; potential exposure to physical violence;
Work Condition:  100% inside
Exposed to:  Cold/heat controls, close contact with sick people
Machines, equipment, tools and supplies used: computer, postage machine, fax, copier, calculator, multi-line phone system
Multiple Duties: Must be able to work under conditions of constant interruption and be able to stay on task

This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills, abilities and working conditions may change as need evolve.