



Position Description

Position Title: Family Nurse Practitioner
Department: Medical
Reports To: Medical Director
Status: Non-Exempt

Summary

In addition to being a practicing clinician, the individual will actively collaborate in quality improvement, community health promotion, and staff development activities including documentation, standards development, scheduling review activities, and professional orientation/training/education for clinical staff.

Duties & Responsibilities

- Perform triage, treatment, and/or referral of patients of the Health Centers, during scheduled office hours and on-call hours including all ages from infants to seniors
- Assess, diagnose, treat, and/or refer in accordance with the clinical protocols adopted by the Health Centers and relevant Wisconsin statutes and Federal regulations
- Collaborate with clinical staff of the Health Centers or other facilities for consultation and/or referral of patients
- Collaborate with other clinical and administrative staff in the development of quality improvement standards and clinical protocols
- Participate in performance review activities of other clinicians for purposes of peer review and quality improvement
- Maintain current licensure including all relevant continuing education per state and national board requirements
- Contribute to performance appraisals for other clinical staff
- Promote the mission, vision and values of the organization in all interactions
- Report to work as scheduled
- Other duties as assigned

Qualifications

The individual must respect the confidentiality of patient information while performing job duties and to establish and maintain effective working relationships with patients, employees and public. The individual must also possess excellent understanding of prevailing standards of medical practice, and the ability to constructively participate in a clinical quality improvement. The position includes having to meet deadlines, deal effectively with time pressures and stress and write reports and correspondence. Intermediate math skills and legible handwriting is a must. Quality, accuracy, thoroughness, timeliness and reliability of work performed are essential. The individual must have a valid drivers license, be insurable and provide own transportation.

Education and/or Experience

The individual must have earned an advanced Nursing degree from an accredited school of Nursing and be a certified Family Nurse Practitioner. The individual should have 2 years of nursing experience and 2 years N.P. experience. This position requires a current CPR certification.

Communication Skills

The individual must possess very strong oral and written communication skills and have the ability to read and understand documents; write routine reports and correspondence; speak effectively before groups of customers or employees of organization. Bilingual skills (Spanish/English) are helpful, but not required.

The individual must communicate with patients, families, communities, other health professionals and co-workers in a responsive and responsible manner to support a team approach to the maintenance of health and the treatment of disease. Engage others, appropriate to the specific care situation, in shared patient-centered problem solving.

Computer Skills

The individual must possess a working knowledge of computers and demonstrate the ability to learn practice management system.

Physical Demands

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work may require sitting or standing for long periods of time; also stooping, bending and stretching
- Occasionally lifting 25 pounds or more
- Requires manual dexterity sufficient to operate a keyboard, telephone, copier and other such equipment
- Possesses sight and hearing senses to function adequately so that the requirements of this position can be fully met.

Work Environment

Work is performed largely indoors and most days are spent working directly with patients. Work hours include some evenings and otherwise are generally during normal business hours and average no more than 40 hours a week for full-time employees, 30 hours a week for limited full-time employees and less than 29 hours for part-time employees. Interaction with others is frequent and interruptive. Work may be stressful at times. The noise level in the work environment is usually moderate.

Acknowledgement

This job description describes the general nature and level of work performed by employees assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.

Employee Signature

Date