



Clinicas De Salud Del Pueblo, Inc.

DEPARTMENT: MEDICAL

JOB TITLE: NURSE PRACTITIONER

REPORT TO: MEDICAL DIRECTOR

BASIC FUNCTION: The Nurse Practitioner will be responsible to consult with the Medical Director or other staff physician's about difficult situations or problems in diagnosis or management of Family Planning; OB/GYN patients; sexually Transmitted Diseases; Cancer Screening; Employee's physical; and related ailments under their scope of practice. The Nurse Practitioner participates in the development, execution, and periodic review of the written policies governing the services the clinic furnishes, provides services in accordance with those policies. Arranges for services that cannot be provided at the clinic, assures that adequate patient health records are maintained, transferred as required and participates with a Physician in a periodic review of the patient's health records.

REPRESENTATIVE DUTIES: The duties recorded below are intended to accurately represent the duties of the class and are not intended to cover every single duty of the job.

1. Associates to physicians and are under supervision of the Medical Director and physician consultant in above services.
2. Takes and dictates complete medical histories which include identifying information, chief complaints if any, presents illness, past history and do a complete system review.
3. Performs comprehensive physical examination including impressions or diagnosis.
4. Evaluates the presence and severity of disease within the realm of their competence, keeping the Medical Director abreast of pertinent development.
5. Orders and executes treatment within the scope of their specialty.
6. Writes progress notes and orders on the patient's charts as directed by the physician or from standing orders.
7. Makes referrals to Clinicas doctors; then upon physician's diagnosis makes appropriate referrals to physician's consultants and community agencies.
8. Instructs and counsels patients on patient health education.

9. Provides services to patients seeking family planning counseling including alternatives to pregnancy such as abortion or adoption and prepares the family within their interest and need in relation to the child bearing experience.
10. Prepares lectures and demonstrates as a health resource person to the community as deemed necessary.
11. Maintains required nursing and CPR certifications.
12. Performs other duties as may be assigned.

EDUCATION AND EXPERIENCE: Graduate of an accredited Nursing program with current California License for Registered Nurse. Graduate of an accredited Nurse Practitioner Program with a current California License to practice as Nurse Practitioner. Current CPR certificate.

KNOWLEDGE AND ABILITIES: Knowledge of the methods, practices and terminology used in nursing and medical care; knowledge of medications and prescription procedures; knowledge of medical crisis protocol; knowledge of modern office medical record keeping procedures and regulations; knowledge of modern office practices and technology, including computers; ability to learn, interpret and/or communicate rules, regulations, procedures, and policies; ability to follow and give oral and written directions; ability to provide effective leadership and work direction to subordinate nursing staff; ability to establish and maintain cooperative relationships with subordinates, co-workers, supervisors, other professionals and patients; ability to react professionally and effectively in emergency medical situations and to make urgent decisions affective the lives on patients; ability to plan and implement various programs and projects as assigned; ability to learn new information and skills to enhance job performance; ability to prepare reports and records with accuracy and to maintain patient confidentiality as required; ability to make required calculations accurately; ability and willingness to work irregular hours as necessary. Ability to establish and maintain harmonious relationships with the general public and fellow staff confidentiality of records and Clinic business. Willingness to accept supervision and constructive criticism from Medical Director and Clinic Manager.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable-no assigned permanent staff to supervise.

PHYSICAL EFFORT: Normal medical clinic environment. Work requires the ability to walk and stand for extended periods of time, and to exert moderate, though not constant, physical effort in the performance of nursing procedures, typically involving some combination of stooping, kneeling, crouching, and the lifting, carrying, pushing and/or pulling of objects and materials of moderate weight. Should be able to handle acute clinical situations or emergencies without panic.

CONTACTS: Supervisor, co-workers, physicians, other Clinicas personnel, pharmacists, patients, vendors, hospital personnel, Health Department personnel, health care services, and the general public.

WORKING CONDITIONS: Work is performed under stressful conditions; work may require extensive VDT exposure. Worker may be exposure to communicable disease. Must comply with the Clinicas Corporate Compliance Program.

HIPAA/Compliance

Maintain privacy of all patient, employee and volunteer information and access such information only on a need to know basis for business purposes.

Comply with all regulations regarding corporate integrity and security obligations. Report unethical, fraudulent or unlawful behavior or activity.

NOTE: THIS JOB IS EXEMPT UNDER FLSA PROVISIONS.

Clinicas Del Salud Del Pueblo, Inc. is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Clinicas de Salud del Pueblo, Inc. will provide reasonable accommodation to qualified individuals. Clinicas de Salud del Pueblo, Inc. encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.