



JOB DESCRIPTION: NURSE PRACTITIONER

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| JOB TITLE: | Nurse Practitioner |
| REPORTS TO: | Chief Medical Officer |
| DEPARTMENT: | Medical |
| LOCATION: | Rolling Hills Clinic (RHC) 740 Solano Street, Corning, CA 96021 2540 Sister Mary Columba Drive, Red Bluff, CA 96080 |
| STATUS: | Full-time, 100% FTE, Non-Exempt |

Native Preference in hiring is given to qualified enrolled members of Paskenta Band of Nomlaki Indians and Native Americans in accordance with the **Indian Preference Act (Title 25, US Code, Section 472 and 473)**. Applicants claiming Indian Preference must submit verification of Indian certified by tribe of affiliation or other acceptable documentation of Indian heritage.

POSITION SUMMARY

Under the direct supervision of the Chief Medical Officer, the Nurse Practitioner is responsible for quality and completeness of assigned medical services at any of the clinic sites. The Nurse Practitioner must be knowledgeable in systems improvement and have the ability to facilitate a culture of a "Patient Centered Medical Home". To provide primary health care services consistent with the philosophy of Rolling Hills Clinic (RHC). The nurse practitioner practices under a supervising physician as per California State Nurse Practice Act as determined/ and set forth by the facility chosen standardized procedure.

Under the general supervision of the lead physician and in accordance with standardized procedures, the Nurse Practitioner is responsible for providing primary care to ambulatory patients through regular health assessments and the management of common acute and chronic stable conditions. The Nurse Practitioner obtains a health history and performs a physical assessment, identifies problems, and formulates plans that include treatment, health education and counseling. The Nurse Practitioner collaborates with other health care professionals in assessing and managing health care problems and maintaining continuity of care.

ESSENTIAL JOB FUNCTIONS

1. Provide primary care to members, including histories, exams, lab tests, prescriptions and referrals within prescribed up to date guidelines and protocols.
2. Perform accurate and timely documentation of histories, subjective findings, physical exam, plans, prescriptions and follow up in Electronic Health Records System within 72 hours of the visit.
3. Focus on patients with chronic, unstable or multi-system problems but does include acute simple illness as well as healthcare maintenance.
4. Document patient chart entries in Subjective, Objective, Assessment & Plan (SOAP) format; following RHC policies, and Medicaid and Medicare guidelines.
5. Assure that health education is provided with each patient encounter when applicable.
6. Assist in the development of Standards of Care for the medical department.
7. Provide required federal and states ambulatory patient care data on appropriate forms.
8. Provide members and patients information concerning their evaluation, diagnosis, treatment and prognosis. Engage members in participation and decision involving their healthcare. Provide counseling for patients with diet, hygiene and preventative healthcare.

9. Actively participate and engage in quality improvement for clinic efficiencies and improving member quality of care.
10. Timely coordination of care among internal and external ancillary providers and hospitals to provide high quality care between departments and facilities.
11. Function within an interdisciplinary team and participate in interdisciplinary activities such as panel management and case conferences.
12. Consult supervising physician or colleagues when needed for complicated or case is outside the scope of practice.
13. Provide out-of-clinic patient services as determined by RHC; including but not limited to, inpatient care, home health visits, or home visits on a case by case basis
14. Participate in Quality Assurance (QA) and Continuous Quality Improvement (CQI) activities, including regularly scheduled meetings, clinical audits and peer review.
15. Advise the Medical Committee/ Facility Administration of any situations that may adversely impact the efficiency of the medical department.
16. Participate in the development of medical department policies and procedures in accordance with Tribal policies, accreditation requirements and professional standards.
17. Knowledge of principles and practices of research based medicine and care.
18. Knowledge of the etiology of communicable diseases and human nutrition.
19. Knowledge of the rules, regulations and procedures of an Indian Health Clinic.
20. Knowledge of social, cultural and economic factors as they relate to health and disease.
21. Knowledge of interviewing and counseling techniques.
22. Knowledge of public health and community resources.
23. Ability to establish and maintain effective working relationships with administrative, fellow peers, and other work related outside agencies.
24. Ability to provide information and guidance in regards to RHC personnel and departmental policies.
25. Employee Safety: Safely performs all duties; follows required protective protocols to ensure personal safety as well the safety of others.
26. Must maintain compliance with ergonomic safety standards; be mindful of posture and regularly practice ergonomic stretches.
27. Safety: Responsible for ensuring that all duties, responsibilities and operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
28. Safety: Take appropriate corrective actions to address matters pertaining to employee health and safety that have been brought to their attention.
29. At all times demonstrate cooperative behavior with supervisors, subordinates, colleagues, clients and the community.
30. Other duties as assigned by Supervisor.

SCOPE OF WORK

1. Be able to see between 16-22 members per day, and complete accurate documentation within 72 hours of visit into the electronic health record (EHR) system.
2. To work as medical team assisting other providers in completing their responsibilities as necessary, e.g., seeing members, processing refills, clearing member approval queue, and provider inbox.
3. Effectively manage a member panel up to the goal set by the organization.
4. Display the highest level of professionalism, integrity and a strong work ethic, serving as a model for all clinic staff.
5. Maintain requirements of licensure, DEA certification and board certification if hired as board certified. Fulfill and maintain requirements for credentialing, privileging internally and externally with payers and regulatory bodies.
6. Provide comprehensive, high quality medical services to all members/patients without bias, regardless of age, sex, gender identification, income, national origin or language.
7. Consider individuals' cultural, psychological, social and environmental factors in creating treatment/care plans.
8. Actively participate in meetings as assigned by direct supervisor.
9. Participate in trainings of other medical personnel as requested.

MINIMUM QUALIFICATIONS

1. Current RN License, FNP certificate and furnishing number.
2. Current CPR certification, ACLS, PALS certification required.
3. Current DEA license.
4. One (1) year of experience working within a community clinic.
5. Excellent communication and written skills.
6. Ability to work independently and as part of a multi-disciplinary team.
7. Ability to work well under pressure analyze and evaluate individual member's needs, reach sound conclusions and make appropriate recommendations.
8. Must be detail oriented and be able to multi-task effectively.
9. Demonstrate experience in the delivery of primary care.
10. Must be sensitive to the diverse patient population.
11. Demonstrate clear knowledge of Rolling Hills Clinic structure, standards, procedures and protocols.

PREFERRED QUALIFICATIONS

1. Three (3) years of experience working with a community clinic is highly desirable.
2. Established leadership skills.
3. Bilingual in Spanish.

LOAN REPAYMENT PROGRAM

Rolling Hills Clinic is a National Health Service Corp (NHSC) approved site with a HPSA score of 17. The primary care physicians who are eligible for loan repayment funding can fulfill their service obligation. Rolling Hills Clinic is an Indian Health Program site for Indian Health Services (IHS) Loan Repayment Program.

NOTE TO APPLICANTS: Please be advised a post job offer, pre-employment Drug Testing, Physical and TB test are required as a condition of employment. Additionally, you may be asked to get a Department of Justice Fingerprinting clearance as a contingency for an offer of employment. Criminal clearances are obtained to protect the welfare and safety of clients receiving services at Rolling Hills Clinic.

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. While performing the duties of this job, the employee is regularly required to talk, hear and listen. The employee frequently is required to stand, walk, sit, use hands and fingers to feel; and reach with hands and arms. The employee is occasionally required to stoop. The employee must occasionally lift and/or move up to 25 pounds. Position may require exertion up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently or constantly lift, carry, push, pull or otherwise move objects. Specific vision abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

Work is performed in a health clinic setting. The noise level in the work environment is usually low to moderate. Will work with blood-borne pathogens and will require OSHA training. This job routinely uses standard office equipment such as computers, telephones, photocopiers, and fax machines. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employment with Rolling Hills Clinic is voluntarily entered into. All RHC personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at any time by the employee or by RHC. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms. The job description does not constitute an employment agreement between Rolling Hills Clinic and employee and is subject to change by the Paskenta Band of Nomlaki Indians.