

# CASSOPOLIS FAMILY CLINIC NETWORK

## Job Description

**Title:** Nurse Practitioner  
**Department:** Medical Services

**FLSA:** Exempt  
**Location:** Niles

**Originated:** 4/2007  
**Revised:** 8/2017, 11/2021

**Summary:** Provides primary and urgent health care to patients following standards of practice. Works collaboratively with physicians. Actively participates as a member of the Patient Centered Medical Home Team.

### Principle Duties and Responsibilities:

- Promotes the mission and philosophy of providing quality health care and related services to the medically underserved. Upholds and ensures compliance with and attention to all corporate policies and procedures, as well as the mission and values of the organization.
- Ensures all actions, job performance, personal conduct and communications represent the organization in a highly professional manner at all times.
- Maintains the standards of medical care.
- Uses the health center's electronic health record to effectively document patient care activities. Fully and accurately completes patient records in a timely manner so patients receive a summary of their visit upon discharge, to satisfy program clinical requirements, and to facilitate billing. Captures all charges, records diagnoses and provides adequate instructions for receptionists to know when to have patients return.
- Promotes and participates in Patient Centered Medical Home activities in order to achieve and maintain level 3 NCQA PCMH recognition.
- Provides a total assessment of the patient's health status, including a systematic health history, physical examination, orders/performs appropriate lab and other diagnostic tests and interprets results within scope of practice or in collaboration with physician. Diagnoses illnesses, conditions and trauma within scope of practice. Provides and monitors treatment based on accepted medical standards and protocols. Consults with physician and requests referrals when appropriate.
- Prescribes medications in accordance to pre-established delegated prescriptive authority, and documents all pertinent information.
- Assesses the patient's, and when appropriate, the family's psychosocial, emotional, physiological and environmental needs and priorities.
- Provides counseling, anticipatory guidance, education and support to patients and families.
- Provides continuity of care of patients through the care coordination, follow-up and communications with referring professionals/agencies.
- Intervenes in crisis situations, including taking action within the nurse practitioner's scope of practice of referring the patients to the appropriate health care provider/agency.
- Offers training and educational materials to individuals, families or groups in health prevention, promotion and maintenance.
- Reviews no show charts and determines appropriate follow up.
- Reviews lab and other test results in a timely manner and contacts patients when applicable. Arranges for coverage with patient care team, a colleague or the Medical Director while away from the health center for an extended period of time.
- Provides patient education, interventions for self management/goal setting, healthy behaviors and counseling.
- Responds in a timely manner to messages.
- Channels patient complaints to the Medical Director, the Patient Care Manager or the Clinical Quality Nurse.
- Maintains a commitment to achievement of quality health care services by maintaining patient rights, safety, privacy, confidentiality and the customer relations philosophy.
- Participates on the Quality Assurance Committee
- Assists in marketing of the practice and participate in the professional activities that promote in the Practice.
- Attends staff and/or other meetings as requested.

- Maintains appropriate continuing education credits as required by licensure and certification.
- Commits to providing excellent customer service.
- Participates in call schedule, if requested, and as agreed upon with collaborating physician(s).
- Is familiar with governmental rules and regulations that pertain to billing and coding for clinical services, as well as OSHA, CLIA, Universal Precautions, etc. Complies with all safety rules and precautions.
- Performs other duties as assigned.

**Knowledge, Skills and Abilities Required:**

Education:

- Must be Master's/Doctorate prepared and possess unrestricted Registered Nurse license with a Nurse Practitioner license to practice as a Nurse Practitioner in the State of Michigan.

Experience:

- Prior experience working in an outpatient primary care clinic is preferred; documented training for new Nurse Practitioner graduates is satisfactory.

Interpersonal:

- Ability to react calmly and effectively in emergency situations.
- Ability to interpret, adapt and apply guidelines and procedures.
- Ability to communicate clearly.
- Must possess excellent interpersonal and leadership skills.
- Will relate to colleagues, staff, patients and the public in a collegial manner.
- Will abide by standards of conduct appropriate to the workplace.
- Ability to maintain quality control standards.

Skill Level:

- Skill in applying and modifying the principles, methods and techniques of primary care nurse practitioners to provide ongoing patient care.
- Must be able to perform a variety of basic skills according to patient care needs and apply skills for patient care role.
- Able to organize, prioritize and manage time (hours may vary).
- Skill in taking medical history to assess medical condition and interpret findings.
- Skill in preparing and maintaining records, writing reports and responding to correspondence.
- Skill in developing and maintaining department quality improvement.
- Skill in establishing and maintaining effective working relationships with patients, medical staff and the general public.

Knowledge:

- Knowledge of professional Nurse Practitioner theory, practice and medical care to give and evaluate patient care.
- Knowledge of organizational policies, regulations and procedures to administer patient care.
- Knowledge of medical equipment and instruments to administer patient care.
- Knowledge of common safety hazards and precautions to establish a safe work environment.

Certificate/License:

- BLS certification
- Registered Nurse License with a Nurse Practitioner license
- Board Certification
- Federal DEA license

**Reporting Relationships:**

- Reports to Chief Medical Officer.

**Working Environment:**

- Must be in good physical and mental health.
- Requires working under stress, in emergency situations or during irregular hours. Must have ability to cope with physical and mental stress.
- Physical: Sitting, standing and walking required throughout work period. Independently mobile.
- Requires activities such as pushing, stooping, kneeling, talking and seeing.
- Requires full range of motion, manual and finger dexterity and eye-hand coordination.
- Requires normal visual acuity and hearing.
- Ability to occasionally transfer and position patients, reposition equipment and lift supplies weighing up to 50 pounds. Ability to adapt and function in varying environments of workload, patient acuity, worksites and work shifts.
- Work is performed in a clinic setting. Contact with patients and staff.
- Works in an environment where there is minimal physical discomfort due to temperature, noise, dust and the like.
- Occasional exposure to unpleasant odors, communicable diseases, hazardous materials and equipment.
- Ability to communicate via phone, mail and in person to resolve disputes, solve problems, etc.
- Cognitive skills to analyze, calculate data, problem solve.
- Job is subject to frequent interruptions.
- Job requires a variance in working hours.

**Disclaimer:**

The above outlined specifications are not an all-inclusive list of job-related responsibilities, duties, skills, efforts, requirements or working conditions. All job requirements are subject to possible revision to reflect changes in the position requirements or to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a threat or risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to which will be required in this position. Employees will be required to follow other job-related duties as requested by their supervisor/manager within guidelines and compliance with Federal and State laws.