



# Nurse Practitioner

## Job Title

**Nurse Practitioner**

## Job Level

**Non -Supervisory**

## Job Description

### Significant Duties and Functions

Operating in concert with and under the direction of the Chief Medical Officer and Supervising Physician, the Licensed Nurse Practitioner performs a broad range of medical service, including, but not limited to the following: preventive health measures, treatment, referrals, counseling and educating the patient and family within prescribed regulatory guidelines.

- Performs patient history and physical including pelvic examination and documents in EMR or on appropriate medical records form, using approved abbreviations.
- Documents progress notes
- Documents precautions such as allergies and isolation.
- Performs various preventive health screens such as Pap Smears.
- Performs symptomatic treatments, i.e. oxygen therapy
- Orders diagnostic tests, interpret results of these tests, then use his/her expert knowledge to decide the best treatment or therapy, including the prescribing of medications if relevant.
- Prescribes medications as in accordance with state and federal prescribing guidelines.
- Initiates appropriate patient referrals for consultations.
- Collaborates with CMO as applicable to develops and implements plan of care.
- Follows infection control guidelines
- Provides counseling/education to the patient, i.e., preventative care, medical problems, exercise, and the use of prescribed treatments and drugs.
- Provides counseling/education to patients' families.
- Assists or initiates care in life-threatening emergency situations.
- Performs standard clinical procedures, i.e., venipuncture, IM & Sub Q injections, EKG control of external hemorrhage, application of dressings, wound care, sutures, collection of specimens for culture.
- Incises and drains superficial abscesses/cysts .
- Removes superficial foreign bodies
- Performs other duties as assigned inclusive of travel from one CCCHC Site to another to perform duties/tasks when Requested by CEO, COO, and/or Chief Medical Officer.

## Working Conditions and Work Requirement

### Job Requirements

Pleasant comfortable environment, direct patient interactions/contact, usually work a 40-hour week, some overtime may be required. May be required to travel from one CCCHC site to another to perform duties/tasks and/or distribute documents, as necessary.

- Must be able work at both CCCHC locations, if needed.
- Must present proof of highest academic level of education
- Must have two forms of identification to meet the Employment Eligibility Verification, i.e., drivers license, social security card, etc.

Must be willing/agreeable to work weekends if needed.

### Working Conditions

Must be able to:

- Handle some work related stress
- Stand for prolonged periods of time and withstand a moderate amount of walking.
- Bend, stoop and lift and/or push up to 50 pounds with reasonable accommodations as applicable
- Must be able work at both CCCHC locations, if needed.
- Must be willing/agreeable to work weekends, if needed.



### **Education**

Masters of Science (MSN).

### **Workforce Preparation**

Students in these occupations need anywhere from a few months to one year of working with experienced students.

### **Work Experience**

- Knowledge of current medical terminology to communicate with physicians, staff, and patients.
- Knowledge of clinical procedures, standards, and quality control checks.
- Knowledge of medications and their effects on patients.
- Knowledge of patient education principles.
- Ability to read and interpret documents such as professional journals, safety rules, operating and maintenance instructions, procedures manuals, and government regulations.
- Ability to write routine reports and correspondence.
- Ability to communicate with a variety of people on a one-on-one basis, in meetings, and in group presentations; must be able to work with ill, emotionally upset, and sometimes hostile people.
- Ability to anticipate and react calmly to emergency situations.
- Ability to work with mathematical concepts such as probability and statistical inference; ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to think logically to troubleshoot, analyze situations, and make appropriate decisions.
- Proficient computer skills, including working knowledge of Microsoft office Suite, e-mail system, electronic medical records, and web-based programs.
- Ability to handle multiple tasks simultaneously
- Knowledge of standardized treatment protocols
- Knowledge of patient care procedures and medical guidelines in the area of family practice and other areas.
- Knowledge of effective infection control measures
- Knowledge of the principles and practices of general medicine and diseases.
- Knowledge of diagnostic tests and findings and therapeutic procedures as they relate to family practice.
- Ability to make wise judgments in the application of patient care proceedings.
- Ability to establish and maintain effective working relationships with patients, staff, and physicians.
- Ability to communicate effectively, orally and in writing.

### **Licensure/Certification**

- Current National Council Licensure Examination (NCLEX-RN)
- Current Texas State Licensure
- Current LPN Board Certification
- Current CPR Certification

### **Salary: None**

### **Employment Outlook**

21-35% over the next 10 years, representing faster than average growth