



POSITION DESCRIPTION

JOB TITLE: Nurse Practitioner

REPORTS TO: Medical Director

STATUS: Exempt (salaried)

LOCATION: Medical Clinic

ROLE: This individual will be responsible for providing excellent medical care to patients.

JOB DUTIES:

- Provide comprehensive health care for patients within their scope of practice in accordance with the Patient Privacy Act and SCHS standards at a minimum level of 2.0 encounters per hour. These services may include health maintenance, acute and episodic care, management of chronic illness, patient education, obstetrics and periodic on call duties.
- Maintain patient records, close encounter within 24-48 business hours of the clinic visit, and complete forms, letters, disability and other forms so as to assist support staff in record upkeep.
- Work collaboratively with physicians and other health team members in planning the total health care needs of the patients.
- Participate in development of and abide by clinical protocols, policies and procedures so as to comply with the Quality Improvement Standards; champion 1-2 areas of quality improvement in areas related to their scope of practice.
- Make sound decisions in the best interest of the patient, including knowing when to consult or refer patients.
- Provide client education and participate in health education programs to ensure that correct medical information is disseminated, proper medical services are rendered and the programs meet goals and objectives.
- Develop, review and enforce policies and procedures for medical practice to comply with the standards set by the Federal government, Minnesota agencies, contracted healthcare plans, OSHA, CLIA and any other entities to which Southside Community Health Services is contracted.
- Establish consulting and referral relationships with medical specialists so that patients receive the benefits of services not provided by the clinic.
- Supervise (precept) students in the clinic.

To be an exceptional community health care model that sets the standards for wellness.

Nurse Practitioner Position Description

Revised 10-1-2017

- Attend and participate in staff meetings and committees.
- Assist with other duties and responsibilities as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Confidence, professional judgment, and grace under pressure.
- Works well both independently and as part of a team.
- Exceptional verbal and written communication skills.
- Flexibility--nimble in response to an evolving workload.
- Ability to exhibit good rapport with clients of varying ethnic backgrounds and socio-economic status.
- Excellent time management and organizational skills.
- Attention to detail.
- Meet credentialing requirements.
- Possess a strong community health/public health orientation.
- Thorough knowledge of standard medical procedures, medications and patient care.
- Ability to work with minimal supervision.
- Commitment to the SCHS mission and staff values.

MINIMUM QUALIFICATIONS:

- Degree from an accredited school of nursing.
- RN plus national certification as a Nurse Practitioner (pediatric, women, family or adult).
- Current Minnesota registration and license as an Advanced Practice Registered Nurse in Minnesota.
- Bilingual (English/Spanish) preferred.

I have read and agree to abide by the job duties indicated above.

Name

Signature

Date