

Job Description

Position Title:	Family Nurse Practitioner (FNP) Physician Assistant	Department:	Clinic
FLSA Status:	Exempt	Supervisor:	COO/Medical Director
Salary Range:		Effective Date:	August 1, 2019
Approved By:	CEO	Revised:	April 24, 2020

Position Summary

Serves as a Family Nurse Practitioner/Physician Assistant providing primary health care services at Mathiesen Memorial Health Clinic in accordance with approved standards of practice. Performs diagnostic services which include securing medical histories, conducting physical examinations, interpreting laboratory and x-ray results in order to define health problems, identify, and provide therapy required, must be able to work in a positive, cooperative and supportive manner with staff and patients. Performs other duties as assigned.

Essential Duties

- Provides care consistent with evidence-based medicine.
- Diagnoses and manages common health problems.
- Performs physical examinations.
- Performs health maintenance procedures
- Administers/orders injections and immunizations.
- Regulates selected medications and/or treatments.
- Performs minor clinical procedures of those procedures approved through the privileging process.
- Consults with clinic physicians, specialists, or other health care professionals as appropriate.
- Collaborates and consults closely with physicians in the management of more complex cases.
- Coordinates all phases of the patient's health care and collaborates with other members of the health care team.
- Assesses patient needs for specialty referrals, diagnostic and in-patient care and makes appropriate referrals.
- Provides individual, family and community health education as needed.
- Documents patient's status, exams, assessments, diagnosis, treatments, procedures, therapies, medications, education, referrals within the patient's individual electronic according to MMHC's records completion policy.

Job Description

- Reviews laboratory, medical imaging or other diagnostic findings, notifies patient of results or delegates to staff; initials the review within the EHR or initials and returns promptly to designated staff for scanning.

Additional Responsibilities

- Adheres to the Mathiesen's Mission, Vision, and Values, Standards of Conduct, HIPAA and Infection Control principles/Universal Precautions.
- Follows all established policies, guidelines and procedures, including federal and state regulations to assure safe practices and quality of care.
- Participates in the development/revision of Nurse Practitioner/Physician Assistant standardized procedures/protocols with other clinicians and the COO.
- Participates in the required Peer Review meetings, with other clinicians, to review patient care.
- Participate in continuing education in order to provide the highest quality of care to the patient population and to maintain a current and active license.
- Participates in special agency programs and university programs to act as preceptor for physician extender staff, interns, etc., as required.
- Performs other related duties as needed or requested by the COO and/or CEO.

Education, Skills and Qualifications

- Graduation from an accredited school of nursing and licensed in the State of California to practice as a Registered Nurse (R.N.) or Physician Assistance accredited school.
- Completion of education and training in the field of family medicine/nurse practitioner and certified to practice as a Family Nurse Practitioner/Physician Assistant in the State of California.
- Possession of a current Nursing Number in accordance with the Nursing Practice Act/and other appropriated certification.
- Possession of a valid California driver's license.
- Current BLS certificateion.
- Current CPR certification.

Physical requirements

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. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

Job Description

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms, stoop, kneel or crouch; and talk and hear within normal range. The employee is frequently required to stand, walk, sit climb, or balance and use taste and smell senses. The employee must regularly be able to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Ability to deal with time constraints and emotional stress and exposure to body fluids and viruses are also essential functions of this job

Working conditions

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.

While performing the duties of this job, the employee is regularly exposed to odors and airborne particles, potential risk to airborne pathogens. The noise level in the work environment is usually moderate. Reasonable accommodations will be given to qualified disabled applicants pursuant to Section 501 of the Rehabilitation Act of 1973, 29 U.S. Code 791, Title 29, and the Americans with Disabilities Act (ADA).

Acknowledgement

I certify that I fully understand and am fully capable of meeting the responsibilities documented herein and will comply with all company policies, procedures, and standards.

Accepted by
(sign): _____

Print Name: _____

Date: _____

COO

Signature: _____

This job description is not intended to be all-inclusive.

Job Description

Mathiesen Memorial Health Clinic retains the right to change or modify job duties at any time. The above job description is not all--encompassing. Needs and requirements may vary according to business needs or necessity