**JOB DESCRIPTION**

**PHYSICIAN ASSISTANT/ NURSE PRACTIONER**

**REPORTS TO: CEO** EXEMPT JOB NUMBER: 470 JOB CODE: 00-83002

**JOB SUMMARY**: The Physician Assistant (PA) OR Nurse Practitioner (NP) provides medical services and integrates education, management, leadership and consultation into clinical practice. The collaborative practice of the PA includes accepting referrals from, consulting with, cooperating with or referring to other health care providers in order to promote comprehensive care and provide continuity of care for primary care patients.

**DUTIES/RESPONSIBILITIES**:

Treat everyone with dignity and respect.

Promote and protect all patient/resident rights.

Maintain confidentiality of protected health information, including verbal, written, and electronic communications.

Demonstrate professional behavior while on duty in any setting.

The PA/NP obtains comprehensive medical histories and performs physical examinations and assessments; orders appropriate diagnostic tests; analyzes results of patient examinations and diagnostic tests to correctly diagnose and manage patients; collaborates as necessary, to verify diagnosis, identify high risk situations or change in patients status and takes appropriate action; provides medical management and or other interventions for acute and chronic health problems; administers medication; performs procedures according to established methods within the scope of practice; provides appropriate follow-up care and or referral; provides patient/patient’s family with appropriate education; provides health maintenance and disease management counseling to patients; serves as a liaison and resource for physicians, healthcare team members, patients and families, participates in plans for health promotion, prevention and maintenance; completes all charting and documentation timely and assures appropriate fees/billing codes are used for professional services. Participate in educational activities to further professional development. Attends required number of Medical Staff meetings.

Participates in quality improvement initiatives. Participate in the orientation of other NCHS employees. Participate, as requested/required in staff development, in-service, and other educational and related activities.

**QUALIFICATIONS / ABILITIES:** Must have successfully completed an accredited Physician Assistant or Nurse Practitioner Program.

Preferred: DEA registration. Preferred: previous experience as a PA or NP

Drug Enforcement Agency (DEA) registration is required if requesting prescriptive privileges.

Maintains the knowledge and skills necessary to provide care appropriate to the age of the patients; patients may include infant, child, adolescent, adult and geriatric.

Ability to gain proficiency in NCHS’s software programs as applicable.

Demonstrate competency and ability to carry out department specific functions in accordance with the NCHS standard of care, policies and procedures. Demonstrate the ability to effectively communicate both verbally and in written format. Demonstrate a high level of interpersonal skills and be able to communicate effectively in business relationships and with individuals throughout NCHS

Demonstrate knowledge and understanding of and compliance with:

* Infection control policies and procedures for position

• All pertinent safety, health and environmental policies, procedures and guidelines.

• Working safely, without causing harm or risk to self, others or property.

• The work environment and all safety procedures.

• Prompt reporting of unsafe practices, procedures, accident/injuries, complaints or any other safety violations.

• The appropriate use of all safety equipment and personal protective equipment

**LICENSURE/CERTIFICATION REQUIREMENT:**

Current License by the NCCPA and North Dakota State Board of Medical Practice

Drug Enforcement Agency (DEA) registration is required if requesting prescriptive privileges.

ATLS and ACLS Certification Current or obtain within 3 months of employment. PALS Certification is also encouraged.

Maintain DOT Physical Certification

**SUPERVISION RECEIVED:** Clinical supervision and direction is given by the supervising physician(s)as required by Rural Health Clinic and Critical Access Hospital regulations. Operational supervision is provided by Administration.

**WORKING CONDITIONS**: Rotating day shift Monday-Friday in Clinic, and rotating day, night and weekend call for NCHS. Indoor, Medical office, Emergency Room, Hospital and Care Center, off campus Health Fairs

**JOB EXPOSURES:** May be subjected to occupational health hazards including but not limited to odors, chemicals, infectious diseases, infectious wastes and body fluids and physical, psychological and emotional stress.

**PHYSICAL REQUIREMENTS:** Sitting, walking and standing- continuously though out work time

Hand Functions- grasp and pinch frequently

Visual -optimal vision required to read information, reports, instructions, labels etc.

Verbal and auditory- must communicate effectively with patients, families, physicians and other staff

Work at local desktop and remote desktop locations for extended periods for extended periods.

Frequent standing and walking, bending and working at all levels for extended periods.

Meet general health requirements according to facility policy, including medical and physical exams and checking immunity status to various infectious diseases.

Ability to lift, move, push or pull a minimum of 25 pounds.

**Functional Assessment:** This position requires the ability to perform essential job functions with or without reasonable accommodations.

**Employee Statement of Understanding:** This job description is intended to convey the general scope of the major duties and responsibilities inherent in this position. Other tasks not listed here may be assigned. Periodic revision may be necessary to reflect changes in expectations placed on the health care industry by various governmental agencies. This job description will be reviewed and/or revised annually and as needed.

I have read and understand the job description for my position. I agree to comply with all NCHS policies, laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or standards of conduct to my director or the Corporate Compliance Officer (Administrator).

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Employee

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CEO/Administrator