Nurse Practitioner
Job Description

Reports to: Physician / Work Site Supervisor

Revised: 05/2012

General Purpose:
Assumes responsibility and accountability for the nursing assessment and/or primary care for a selected population of patients within scope of experience and training in the inpatient, clinic, physician office, outpatient and/or other facility settings as allowable under state law and practice acts. The Nurse Practitioner performs acts, which require substantial specialized knowledge, judgment, and nursing skills based upon principles of psychological, biological, physical, and social sciences. The professional nurse is responsible and accountable for making decisions that are based on the individual's educational preparation and experience in nursing. Functions under the collaborative practice agreement for delegated medical aspects of care with collaborating physician(s). Maintains currency of licensure and certification.

Essential Functions:
• Provides anticipatory guidance, screening and health education to patients to promote and maintain health.
• Initiates treatment for patients with commonly occurring health problems, which lie within the nurse specialist’s scope of practice, by using a systematic approach to history and physical appraisal of patients and/or families through clinical judgment of evaluated data.
• Perform comprehensive health assessment including obtaining a complete and accurate health history from the patient or significant other; performing a complete and accurate physical examination; and administering selected measures of physical, cognitive and psychosocial development in accordance with standardized guidelines.
• Order/perform selected diagnostic tests and procedures as indicated by the patient’s condition.
• Using the data obtained in the health assessment and diagnostic studies, interprets clinical findings and develops a complete, accurate differential diagnoses/health care problems list.
• Identifies and appropriately uses available resources in meeting the health care and health education needs of patients and families, including but not limited to consultation with other physicians and allied health professionals.
• Plans appropriate care utilizing community resources and acts as a liaison by relaying information necessary for continuity of care to other health professionals and agencies.
• Prescribes, coordinates, delegates and evaluates care.
• Prescribes medications listed in the approved institutional formulary as a function delegated by the physician consultant(s) to the practice and in accordance with state regulatory acts.
• Monitors patients with stabilized long term or chronic illness and aids and supports individuals and their families during the dying process.
• Develops and implements health promotion, illness/injury prevention and therapeutic plans congruent with the client's diagnosis, health care problem or need.
• Instructs individual and/or families or groups about health or defined health problems.
• Prepare all documentation to meet or exceed established standards to include but not limited to timeliness, legibility, accuracy, content and signature.
• Participates in Quality Assurance activities.
• Participates in research projects.
• Participates in education of graduate nursing students and/or other health care providers, as assigned.
• Promotes guest relations; anticipates and responds to the needs of others; provides assistance in a courteous, quick manner; treats others with care and respect maintaining privacy, confidentiality and dignity, in accordance with current HIPAA guidelines.
• Maintains a professional appearance and a clean, safe environment.

Minimum Requirements:
• Education: Master’s degree in nursing with advanced skills in physical assessment.
• Licensing: Registered Nurse with current unrestricted license to practice and use the title of Nurse Practitioner/Advanced Practice Nurse in the state(s) in which employed and practicing.
• Training and experience: Unless otherwise indicated, one year of current experience within the last three years in a comparable job classification required.

• American Nurses Association (ANA) Certification desirable.

• Possess current advanced certifications as required by clinical practice area/client: (i.e. Advanced Cardiac Life Support (ACLS); Pediatric Advanced Cardiac Life Support (PALS); Neonatal Resuscitation Program (NRP); Certification by National Certification Corporation for the Obstetric, Gynecologic, and Neonatal Nursing Specialties (NCC)

• Able to provide proof of valid driver's license, if applicable.

• Able to provide proof of valid auto liability insurance if responsibilities include driving own vehicle.

• Maintenance of current Cardio Pulmonary Resuscitation (CPR) for HealthCare Workers or Basic Cardiac Life Support (BCLS) certification for HealthCare workers.

• Educated on and compliant with HIPAA regulations; maintains strict confidentiality of client information.

• Complies with Infection Control, Standard Precautions and OSHA standards for the healthcare professional.

• Able to wear personal protective equipment (e.g., face mask, goggles, latex/non-latex gloves) as needed.

• Ability to work effectively within role independently and with other team members.

• Ability to organize and complete work in a timely manner.

• Ability to read, write and effectively communicate in English.

• Ability to understand medical/surgical terminology.

• Health Requirements-- In good health and able to work without restrictions as evidenced by Health Statement.

• Compliance with Supplemental Health Care’s pre-assignment and medical requirements including: current TB screen, or Chest X-ray and questionnaire if proof of positive TB screen; Measles/Mumps/Rubella immunizations or titers indicating immunity; Hepatitis B Information or Waiver; and any additional state or facility medical requirements.

• Physical Demands-Stooping, turning, bending, squatting, kneeling and the ability to lift up to 50 pounds; constant/repetitive standing; requires normal, correctable vision and hearing, and the ability to accurately discern color as necessary to perform job functions.

The above statements reflect the general details necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the position.

In the following paragraphs, Supplemental Health Care is referred to as the “Company”. The Health Care Professional will receive or have access to information about the “Company’s” customers, referral sources, Health Care Professionals and applicants, as well as information including, but not limited to customer lists, applicant lists, applicant resumes, information pertaining to customer business preferences, computer programs, financial data, contracts, statistics, manuals, files, techniques and procedures, all of which is the “Company’s” confidential property and which shall be considered “Trade Secrets”. The Health Care Professional agrees to keep all Trade Secrets in strictest confidence at all times and acknowledge that these belong to the “Company” or are related to its business. At no time during or after work status will the worker use or disclose to any person any Trade Secrets belonging to the “Company” or the “Company’s” predecessors and successors of interest, or its subsidiaries, affiliates, licensees, or franchisees, used or made available to them in the course of their work status. Immediately upon the termination of work status, or upon request by the “Company”, the Health Care Professional will return to the “Company” all Trade Secrets and other materials or property of the “Company” in their possession, including all copies thereof, in whatever form they exist.

The Health Care Professional will receive or have access to information about patient/client medical records (“Patient Information”), all of which is confidential property. The Health Care Professional agrees to keep all Patient Information in strictest confidence at all times. At no time during or after work status will the Health Care Professional use or disclose to any person any Patient Information made available to them in the course of their work status. Immediately upon the termination of work status, or upon request by the “Company”, the Health Care Professional will return all Patient Information and other materials or property of the “Company” in their possession, including all copies thereof, in whatever form they exist. Violation of confidentiality is cause for disciplinary action, including immediate termination.

Furthermore, the Health Care Professional will read and abide with the policies outlined in the “Orientation Handbook for Health Care Professionals” and is responsible to comply with any revisions that are communicated. The “Orientation Handbook for Health Care Professionals” describes important information about Supplemental Health Care; the Health Care Professional should consult their representative regarding any questions not answered in the handbook.
Health Care Professionals will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor on behalf of the "Company". All duties and responsibilities contained in this job description are essential job functions.

This document does not alter the "at will" nature of the relationship between the "Company" and Health Care Professional.

**Health Care Professional Acknowledgement:**
I have reviewed my job description and agree to perform all duties mentioned to the best of my ability. I understand my job duties may change as the needs of the department change. I further agree to notify my immediate supervisor, if I am unable to complete any of my job duties in a timely manner.

________________________________________
Signature

___________________________  ________________
Name & Title  (please print)  Date