

Coastal Health Alliance
Job Description

Job Title: **Family Nurse Practitioner/ Physician Assistant**

I certify that I have read the following Job Description and understand the requirements of the position.

Employee Name: _____ Employee Signature: _____

Classification: Exempt

Supervision: Supervision received: Works under the clinical direction of a supervising physician.
Supervision exercised:

Work Location: Clinical sites of the Coastal Health Alliance

Purpose of the Job: Provides primary care and treatment to neonatal, pediatric, adolescent, adult and geriatric patients in the Coastal Health Alliance. Responsible for maintaining medical records, for follow-up care and referrals, and participating in quality assurance activities.

Essential Functions and Responsibilities: Essential duties and responsibilities include the following. Other duties may be assigned:

- Provides comprehensive primary care to clients of all ages in accordance with standardized procedures or protocols under the supervision of the Chief Medical Officer or supervising physician.
- Takes medical histories, performs physical examinations for the presenting problem(s), and administers immunizations under periodicity guidelines.
- Provides age appropriate health education and counseling services.
- Provides sensitive, supportive and compassionate care to a culturally and economically diverse population.
- Accurately documents all encounters and services provided in the medical record, using problem-oriented format.
- Responsible for all legal reporting and documentation required.
- Performs minor laboratory tests, draws blood and collects specimens for additional tests. Orders specific laboratory studies, radiological and other studies as appropriate. Provides client follow-up and referrals as needed.
- Meets with Chief Medical Officer, health practitioners and staff as needed for case conferencing, planning and other issues.
- Participates in quality improvement activities.
- Participates in providing evening and weekend on-call coverage, with physician back-up and consultation available as needed.
- Demonstrates a teamwork and professional approach with other staff, practitioners, and community agencies.
- Devotes at least 80% of scheduled hours less CME and PTO to clinical work practicing medicine (patient visits). Uses remaining scheduled hours for administrative duties, including call backs, charting, prescribing, hallway consults, peer review, departmental meetings and other related activities.

- Demonstrates a commitment to meeting organizational productivity goals, including maintaining visit efficiency standards, reviewing individual productivity reports regularly, participating in trainings to improve EHR proficiency and meeting at least quarterly with the Chief Medical Officer to review performance.
- Adheres to personnel policies related to hours, attendance, paid time off and other employee expectations as outlined in the Employee Handbook.
- Obtains sufficient CME credits to maintain specialty licensure.

Marginal Functions and Responsibilities:

- Participates in community functions as available, as role as community leader.
- Sets positive and enabling atmosphere at workplace among co-workers.

Qualifications and Requirements:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Graduate of an accredited nursing and Family Nurse Practitioner program/ Physician Assistant Program.
- Two years experience providing primary care in a family practice setting preferred.

Language Skills:

- Ability to communicate in English and Spanish is also strongly preferred.

Other Skills and Abilities:

- Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations.
- Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.,) in its most difficult phases.
- Ability to be part of a health care team of support personnel and other providers, as well as to demonstrate respect for all personnel at all times.
- Demonstrated clinical skills.
- Excellent people skills.
- Sensitivity to the needs and situations of a multi-cultural population from a variety of income levels.
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Ability to follow policies and procedures
- Ability to operate computer, printer, , other office machines

- Ability to communicate clearly verbally and in writing
- Demonstrates good listening skills
- Good organizational skills

**Licenses,
Certifications,
Registrations:**

- Current California certification as a FNP/PA
- DEA and CPR certificate.

**Physical
Demands:**

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

Regularly (2/3 or more total time) required to:

- *sit* on an office chair up to 6 hours per day;
- *use hands to finger, handle, or feel* objects and controls such as those on telephones and computers;
- *talk and hear* in person and on the telephone;
- *reach* with hands and arms, *grasp* objects, *push/pull* file drawers of 10-50 pounds, twist the upper body, *rotate* the wrist, and use *finger dexterity* writing and using the computer.

Frequently (1/3 to 2/3 of total time) required to:

- *kneel* to file;
- *squat* to file.

Occasionally (up to 1/3 total time) required to:

- *lift* 10 to 20 pounds from floor to desk or top of file cabinet, and *carry* for a distance of 10 to 40 feet;
- *bend* to file or retrieve an item on the floor or in a drawer;
- *stand* for several minutes at a time for up to 1 hour a day;
- *walk* for a distance of 10 to 40 feet up to 1 hour a day;
- *climb* stairs.

Specific *vision* abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

**Psychological
Demands:**

The psychological demands 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 (2/3 or more total time) required to:

- Change priorities;
- Be interrupted;
- Juggle multiple tasks;
- Work as part of a team;
- Interact with people from other departments;
- Sell employee's own ideas and opinions;
- Meet deadlines;

- Pay attention to detail;
- "Think on my feet";
- Build rapport with clients/vendors/community contacts, etc.;
- Deal with a "fast-paced" environment.

Frequently (1/3 to 2/3 total time) required to:

- Work alone.

**Work
Environment:**

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.

- Regularly exposed to blood and body fluids
- The noise level of the work environment is less moderate.
- Normal office environment.
- Occasional evening or weekend work.

**Equipment or
Programs Used:**

- Computer and printer
- Telephone
- Fax machine
- Copier
- Smartphone and/or tablet