

**CEDAR RIVERSIDE PEOPLE'S CENTER
JOB DESCRIPTION**

JOB TITLE: Nurse Practitioner/ Peds

DEPARTMENT: Medical Clinic

EXEMPT: (YES/NO): Yes

REPORTS TO: Chief Officer of Clinical Services

PREPARED BY: Human Resources and CMO

DATE REVISED: 12 2010

POSITION PURPOSE:

This position will provide primary health and medical care to CRPC child and teen patients/clients, including teen check-ups. May also provide primary health and medical care to CRPC patients/clients of all ages. Position will function as part of clinical team and may provide direction to lab, nurses, MA's, and other clinical personnel to assure high quality care and patient satisfaction.

QUALIFICATIONS:

- Graduation from an accredited nursing program
- 5 years related experience
- Board certifications
- Current state medical license
- Meet CME requirements

PROFESSIONAL CONDUCT:

- Exhibit ethical conduct befitting a physician.
- Report to work on time, for the hours assigned to work in the provider schedule.
- Complete time sheets punctually for the appropriate number and type of hours worked.
- Have appropriate professional attire when seeing patients in the clinic.
- Be respectful of patients and other clinic staff.
- Conduct his/her behavior in accordance with appropriate federal and state laws, and in accordance with the regulations of the State of Minnesota

QUALITY OF CARE:

- Render appropriate, timely care to patients during their visit.
- Document each patient interaction in chart, according to SOAP format. Documentation shall be legible and organized, using dictation, chart forms or hand written notes as appropriate. Documentation should be completed in a timely manner.
- Submit coding for the visit and any procedures performed, in accordance with HXFA guidelines.
- Charges for clinic encounters are to be submitted on the same day of service.
- Complete correspondence in a timely fashion.
- Review abnormal labs on the day received, and follow them up with patient in a timely manner.
- Review normal labs in a timely fashion and communicate results to the patient.
- Follow up X-ray and other diagnostic studies and communicate results to the patient.

- Review old records, consultations and other outside records as they become available to the chart; maintain up to date patient problem list and medication lists, enlisting nursing assistance when needed.
- Return telephone calls to patients in a timely fashion, preferable on the day received, and document the conversation in the chart.
- Participate in quality assurance activities, as requested by clinic.

WORKING RELATIONSHIP WITH OTHER CLINIC STAFF

- Exhibit a positive attitude and work ethic while in the clinic, when working with other clinic staff, and when seeing patients.
- Be available for questions and advice regarding care of patient by nursing, lab and other clinic personnel while patient is in the clinic.

ORGANIZATIONAL/COMMUNITY INVOLVEMENT

- Attempt to attend provider, clinic and People’s Center meetings, within limitations of life outside of clinic schedule.
- Participate in community outreach activities, within limitations of life outside of clinic schedule.
- Exhibit a positive demeanor in the community concerning community health issues and People’s Center.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally 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 the ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is moderately quiet.

FTE: _____ Hours/week: _____

Additional Information/Tasks/Duties/Responsibilities/Goals/Expectations

I have reviewed the job description. I understand the job/position I am hired to fill, am able to perform the duties as described, and am able to deliver successful outcomes as per initiatives for which the position is responsible. Also, I understand that I may request/receive additional orientation and training to maximize my success in this position.

Supervisor Name

Supervisor Signature

Date

Employee Name

Employee Signature

Date