

**ALAMO NAVAJO SCHOOL BOARD, INC.
POSITION DESCRIPTION**

TITLE: Family Nurse Practitioner or Physician Assistant **EMPLOYMENT TERM:** 12 Month Full-Time

DIVISION: Health Services **DEPARTMENT:** Primary Care

EXEMPT/NON-EXEMPT: Exempt **FUNDING SOURCE:** IHS Contract

QUALIFICATIONS:

1. Graduation from an accredited training program for Family Nurse Practitioners with a Masters Degree, or from an AMA approved Physician Assistant training program with a BS or BA degree, and currently licensed to practice in New Mexico, or eligible to apply with a current license held in another state.
2. Working experience in an Indian health care setting preferred.
3. One or more years of working experience as a state licensed FNP or PA preferred.
4. Navajo language ability preferred.

INDIAN PREFERENCE: Preferential consideration for employment will be given to persons of documented Navajo, American Indian or Alaskan Native Tribal membership, who meet the qualifications above in accordance with the requirements of P.L. 93-638 and the Navajo Tribal Code.

SUPERVISED BY: Medical Director

SUPERVISES: None

PAY RANGE: Grade P, ANSB General Salary Scale

WORKING HOURS: Normal hours 8 AM to 5 PM Monday through Wednesday, 8 AM - 7 PM Thursday, 8 AM – 3 PM Friday.

LUNCH HOUR: One hour, flexible

POSITION GOAL: To provide primary health care services to patients presenting at the Alamo Navajo Health Center (ANHC); to mentor local staff involved with primary care in order to improve their skills.

DUTIES AND RESPONSIBILITIES:

1. Takes medical histories, gathering subjective and objective medical data, and performs physical examinations on patients (children and adults) in order to diagnose and treat per current and appropriate standards of care.
2. Orders routine medical tests and interprets results; orders x-ray and MRI procedures as indicated; secures advise from supervising Physician, or by phone consult with outside physicians, as necessary, in making medical judgments and formulating patient treatment plans; prescribes and dispenses medications as necessary and appropriate; makes referral or follow-up appointments for patients as indicated.

3. Completes a Patient Care Component (PCC) form on each patient seen for entry into the Resource Patient Management System (RPMS); documents assessment, treatment plan, medications prescribed, instructions given to patients, referrals, etc., in the patient's medical chart; updates patients problem list on the PCC as indicated and orders/coordinates any outstanding examinations, tests, immunizations needed based on a review of the RPMS generated Patient Summary sheet.
4. Provides emergency medical care as needed within skill level and training; arranges emergent transport with EMS as indicated.
5. Complies with established medical protocols, accepted standards of care, confidentiality and privacy laws, and policies and procedures of the ANHC and the ANSB, Inc., in performing duties.
6. Coordinates leave and continuing education requests with supervisor and the other medical providers well in advance to ensure adequate coverage of clinic service hours.
7. Participates in Diabetes Team, Pharmacy and Therapeutics, quality assurance, planning, and other types of meetings or activities designed to review, improve, enhance or expand services.
8. Maintains appropriate and healthy working relationships with staff, patients, and community members.
9. Seeks and/or maintains licensure in the State of New Mexico by attending approved continuing education activities; also seeks and/or maintains DEA licensure.
10. Physician Assistant: duties will be consistent with practice rules established by the New Mexico Board of Medical Examiners for Physician Assistants; the Physician Assistant will inform the Board of Medical Examiners of his employment at the Alamo Navajo Health Center, and keep the Medical Director informed of any limitations to his/her practice pursuant to the Board's practice rules for Physician Assistants.
11. Performs other duties as assigned

SPECIAL CONDITIONS:

1. This is a child sensitive position subject by law to finger printing and a criminal/character background investigation.
2. Pursuant to Resolution #R81029, the Employee is authorized by the Board to provide services to non-Indians living within or near the Alamo Navajo community boundaries on a fee-for-service or third party payment basis, provided that provision of such service does not interfere with the primary responsibility of the Alamo Navajo Health Center to meet its service obligations to Alamo Navajo community members and other eligible Indian beneficiaries.
3. The Employee is deemed to be an employee of the Federal government while performing work under the Board's Indian Self-Determination Agreement for purposes of Federal Tort Claims Act coverage. This status is not changed by the source of the funds used by the Board to pay the Employee's salary and benefits unless he Employee receives additional compensation for performing covered services from anyone other than the Board. The Employee's status for Federal Tort Claims Act purposes is also not affected by the Provision of services to non-IHS beneficiaries.
4. The Board's designated tort claim liaison with the Federal government is the Executive Director. Any tort claim (including any proceeding before an administrative agency or court) filed against the Employee or the Board that relates to performance under this position description, the employment contract and the Board's Indian Self-Determination

Agreement, should be reported by the Employee immediately to the Executive Director so that notification can be made to the Secretary of the Department of Health and Human Services pursuant to 25 Code of Federal Regulations 900.188.

5. New employees in this position are required to provide evidence of current TD, MR, and PPD or chest x-ray status; the clinic can provide these and the Hepatitis B series (optional) at no charge if the employee cannot produce evidence of them.

EVALUATION:

- A. The employee performance is evaluated by the supervisor by direct observation and on going chart review; regular clinical privileges will be conferred at the end of the ninety day probationary period provided that there are no deficiencies which cannot be overcome through direct instruction, assignable training, counseling, revision of duties or other reasonable means as determined by the supervisor, and the application for clinical privileging and verification has been submitted, returned for review, and there are no adverse findings as a result.
- B. The employee will be evaluated in accordance with the Alamo Navajo School Board, Inc., policies and procedures.

Board Approved:

Certification: "I have carefully reviewed the above position description of the qualifications, duties, and responsibilities of this position and certify acceptance of this description as complete and accurate."

BOARD APPROVED: 9/28/05

CERTIFICATION: "I have carefully reviewed the above description of the qualifications, duties and responsibilities of this position and certify acceptance of this description as complete accurate."

Employee

Date

Immediate Supervisor

Date