

**POSITION: Family Nurse Practitioner**

**POSITION SUMMARY:** The Family Nurse Practitioner is responsible for diagnosing and managing acute and chronic conditions and emphasizes health promotion and disease prevention. Their services include, but are not limited to: ordering, conducting and interpreting diagnostic and laboratory tests; prescribing pharmacologic agents and non-pharmacologic therapies; and teaching and counseling. They practice autonomously and in collaboration with other health care professionals to manage patients' health needs. The position reports directly to the Medical Director.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the NACHC Employee Handbook on evaluations.

**Essential Functions:** (essential functions as defined under the Americans with Disabilities Act may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is not a comprehensive listing of all functions and tasks performed by position in this class and are subject to change).

**KEY ACCOUNTABILITIES:**

- 1. Provides comprehensive primary patient care including prevention, health maintenance, diagnosis, treatment of acute and chronic conditions, and follow-up services to patients under his/her care within the scope of practice of family medicine.**

**Measures of Success:**

- A. Elicits an accurate patient history appropriate to the presenting complaints and perform appropriate diagnostic and therapeutic procedures.
- B. Develops a differential diagnosis derived from the collection and synthesis of assessment data.
- C. Employs evidence-based clinical practice guidelines to guide screening activities, to identify health promotion needs, and to provide anticipatory guidance and treatment addressing environmental, lifestyle, and developmental issues.
- D. Develop and implement an efficient, cost-effective, logical plan to evaluate and treat the differential diagnoses. Ensures laboratory and radiology studies and other discretionary orders for patients are clearly necessary and do not exceed professional averages.
- E. Facilitates patient participation in health and medical care by providing information needed to make decisions and choices about: promotion, maintenance and restoration of health; consultation with other appropriate health care personnel; and appropriate utilization of health care resources.

- 2. Documents all patient-provider interactions following health care standards**

- A. Documents in the patient health record, electronic and paper, adhering to Native Health policy.
- B. Documentation is clear, complete, accurate, and timely. Notes are done within 24 Hours of the medical encounter.
- C. Codes patient visits fairly and appropriately for services rendered following policies and procedures and regulatory requirements.
- D. All lab results, imaging results, refill requests and other telephone encounters are addressed within 72 hours of receipt by provider.

**3. Participates as an active member of an integrated patient centered team**

- A. Engages patient in the patient centered medical home model and develops rapport and trust with the patient and the patient's family/friends support system.
- B. Engages medical, behavioral health, and dental providers in patient care.
- C. Coordinates care for the patient in collaboration with the clinical care manager and the referral coordinator.
- D. Refers patients to external providers and services as necessary. In collaboration with other team members, ensures referrals are completed based on risk stratification per Native Health's policy.
- E. Provides follow-up care for patients in the provider panel that have emergency room visits and hospitalizations.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Strong knowledge of current evidence-based family medicine guidelines.
2. Skills in providing diagnostic, preventive, and/or therapeutic services to patients.
3. Knowledge of public health, community health, and population health.
4. Ability to work effectively with staff members who have a variety of backgrounds and training.
5. Ability to plan own work and carry out assignments effectively.
6. Ability to communicate with others effectively both orally and in writing in working out solutions to problems or questions relating to work.
7. Proficient with computer based applications such as the EHR and Microsoft Office.
8. Ability to establish rapport and gain the confidence of others.
9. Ability to function as a health care delivery team member.
10. Ability to assess quality patient care.
11. Ability to maintain appropriate documentation of patient medical records.
12. Must be able to work with confidential material without betraying the trust of patients, families, or the agency.
13. Knowledge of the cultural and social backgrounds of the Native American and under or uninsured population.
14. Demonstrate adherence to principles of confidentiality, scientific/academic integrity, informed consent, and ethical practice.
15. Skill in providing excellent customer service and support; organizing and prioritizing workload.

### **QUALIFICATIONS/EXPERIENCE/REQUIREMENTS:**

1. Graduate of an accredited Nurse Practitioner Program and certified by the American Nurses Credentialing Center or the American Academy of Nurse Practitioners.
2. Must have a permanent and unrestricted license to practice as a nurse practitioner in Arizona.
3. Must have current board certification in family medicine and maintain certification.
4. Must have current medication dispensing license (DEA).
5. At least 3 years of experience in a family practice or comparable setting is required. Experience in a community health center setting is preferred.
6. Current ACLS certification
7. Must have a valid and unrestricted Arizona driver's license (within 30 days of hire if applicant is from out-of-state) with no DUI/DWI or reckless driving convictions. Must maintain a valid AZ driver license during employment. Must be insurable by NATIVE HEALTH liability auto policy.
8. Must pass a criminal background check with a Class I Fingerprint Clearance Card within the initial ninety (90) calendar days of employment.
9. Must pass a substance abuse testing upon employment, and submit to a random testing during the course of employment.
10. Must have an updated Immunization Record prior to start of employment.
11. Must have a current Tuberculosis skin test report upon employment and provide an update annually.
12. Must have a CPR Card prior to start of employment and maintain a valid CPR card during employment.

*NATIVE HEALTH is an EEOC, Employment-At-Will, and Native American Indian Preference employer. A Drug Free and Commercial Smoke-Free work environment.*

*CEO Approved 03/2022*