



FAMILY NURSE PRACTITIONER

REPORTS TO: Medical Director
FLSA CATEGORY: Full-time, Exempt
EEO CATEGORY: Professional

POSITION DESCRIPTION

The Family Nurse Practitioner will be directly involved in the examination, treatment and continuity of care for patients in collaboration with HealthWorks' physician(s) and within the scope of the nurse practitioner's training, experience, qualifications and licensure. To further the focus of HealthWorks' mission as a patient-centered medical home the nurse practitioner will support the patient's optimal functioning and improve collaborative coordination of care by engaging the resources and expertise of staff care managers and community resources.

ESSENTIAL FUNCTIONS

Patient Care:

1. Provide appropriate and optimal service to all patients including but not limited to:
 - a. recording patient histories
 - b. performing physical examinations
 - c. ordering and interpreting diagnostic lab work, x-rays and other tests
 - d. assessing and creating patient-specific treatment plans
 - e. providing appropriate treatment interventions as indicated (i.e. casting, medications, physical therapy, surgical, or other medical specialty referral)
 - f. completing follow-up evaluations of ongoing cases
2. Guide and support identified patients in managing their preventive health care and chronic conditions.
3. Ensure patients' understanding of their condition, treatment, encountered results and commitment to their management plan.
4. Track symptoms that are being followed, work ups underway, or high-risk areas of patients' family or medical history.
5. Monitor preventive care (i.e. annual screenings, immunizations, labs, foot exams and eye exams).
6. Maintain open communication with other providers to ensure coordination of care both within and outside the clinic.
7. Accurately maintain records of patient communications through EMR system.

8. Review activities that take place during a patient's clinic visit to ensure that care is being delivered at the appropriate level.
9. Assess and educate patient as appropriate regarding disease, need for compliance in prescribed care, and instruction in use of medications.
10. Review electronic medical records to ensure medical necessity and consult and work closely with Medical Director regarding care that doesn't appear to meet medical necessity.
11. Maintain appropriate and identified patient case load.
12. Comply with all departmental policies and procedures and customer service expectations as applicable to clinic's patients.
13. Work with Medical Director to define and document quality improvement issues.
14. Work with the Quality Improvement Committee (QIC), assist in establishing quality assurance and quality improvement initiatives.
15. Take calls from patients and/or medical providers and provide appropriate information to help expedite services.

Clinical:

1. Coordinate with Chief Operations Officer (COO) to identify, analyze, and resolve workflow concerns.
2. Participate in planning, implementing and evaluating clinical services.
3. Assist COO in analyzing organizational systems and policies and procedures to ensure patient satisfaction, clinic flow and maximize productivity.
4. Participate in HealthWorks' Quality Assurance programs keeping data for PCMH.
5. Perform Nurse Practitioner duties in compliance with federal and state regulations: (FTCA, HIPAA, OSHA, CLIA, Medicare, etc.)
6. Participate in provider, QIC, administrative and all staff meetings as required.
7. Participate in professional development activities, maintaining currency with health care trends and required practices of HealthWorks' and federal and state requirements.

RESPONSIBILITIES

Other Duties/Responsibilities: As assigned

Supervision Received: Reports to and works under the direction of the Medical Director.

Supervisory Responsibilities: None

Budgetary/Fiscal Responsibility: None

Policy and Procedure Interpretation and Development: Works with the Chief Medical Officer and the Chief Nursing Officer to ensure that written policies and procedures remain current and relevant.

Contact with Others: Daily contact with healthcare providers and support staff; daily contact with patients, their families and caregivers.

POSITION REQUIREMENTS/EXPERIENCE

Education and Licensure:

- Master's degree in nursing (MSN) or Doctorate of Nursing Practice (DNP)
- Current State of Wyoming Family Nurse Practitioner license required
- Board certification through the American Board of Nursing Specialties required

Experience: At least one year of experience as a Family Nurse Practitioner in a clinical setting, or other accepted related experience as appropriate. Prior Patient-Centered Medical Home or Federally Qualified Health Care Center experience is preferred.

BEHAVIORAL EXPECTATIONS

Clinical Quality And Patient Safety

- Assumes personal responsibility for providing quality service, comfort and responsiveness as perceived by patients, visitors, physicians, and co-workers.

Service Excellence And Employee Engagement

- Demonstrates self-initiative and the ability to adapt to the challenges, conflicts, and ambiguities inherent to the position. Exhibits reliability and dependability. Reports to work on time and as scheduled. Demonstrates the willingness to accept other tasks as assigned. Exhibits ethical behavior and honesty.
- Demonstrates a commitment to individual growth and expansion of knowledge as it attributes to the position. Actively and aggressively initiates action to improve performance. Recognizes the value of teamwork and works cooperatively with others.
- Demonstrates a commitment to HEALTHWORKS's mission, vision, and values.

Physician & Community Relations

- Works in partnership with Cheyenne Regional Medical Center, clinic physicians and other community providers.

PHYSICAL REQUIREMENTS

1. 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 accommodations may be made upon request to enable individuals with disabilities to perform the essential functions.
2. Ability to speak, understand and communicate the English language effectively. Ability to hear adequately on the phone or in person and group settings.
3. Ability to work in front of a computer screen and keyboard, sitting and/or standing up to 8-10 hours per day (possibly longer if overtime is required).
4. Ability to work in a normal office environment conditions with various office equipment (i.e. computer, keyboard, mouse, calculator, copier, printer, fax, scanner, telephone). Mobility necessary to access various offices and a wide variety of meeting settings.

5. Mobility necessary to perform a variety of tasks that involve standing, walking, sitting, stooping, kneeling, bending and twisting, occasionally climbing stairs or using an elevator, possibly reaching chest high and overhead for materials.
6. Possess faculties, mobility and ability necessary to access research and interpret information from a variety of media (e.g., computer screen, projected images, printed material) and individuals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

All HealthWorks facilities are non-smoking.

Covid-19 vaccination is a condition of employment. Proof of vaccination by a third party must be provided to HealthWorks by the date of hire. Per HealthWorks policy, requests for medical or religious belief exemptions may be submitted for consideration and approval.

EXPOSURE TO HAZARDS

Housekeeping products, sterilization equipment and chemicals, needles, high noise levels caused by dental equipment, chemicals found in dental materials and products, such as acids and disinfectants, biological hazards such as blood borne pathogens, infectious diseases, contaminated wastes, saliva, and radiation.

HOURS OF WORK / ATTENDANCE REQUIREMENTS

Hours of work may vary, regular attendance is required.

TRAVEL

Some travel may be required for training purposes and conference attendance.

BLOOD/FLUID EXPOSURE RISK

Blood/Fluid Exposure Risk:

- Category I:** Tasks routinely involved in potential for mucous membrane or skin contact exposure to blood, fluids, or tissue. Use of personal protective equipment (PPE), when appropriate, is required.
- Category II:** Usual tasks do not involve exposure to blood, body, fluids or tissues but job may require performing unplanned Category I tasks.
- Category III:** Tasks involved no greater exposure to blood, body fluids or tissues than would be encountered by a visitor. Category I tasks are not a condition of employment.

I have received a copy of my job description and my supervisor has discussed it with me.

Employee Signature

Date

Supervisor Signature

Date