

Family Nurse Practitioner Job Description

POSITION OBJECTIVE: The Family Nurse Practitioner is responsible for providing care to patients throughout their life cycles (prenatal, pediatric, adolescent, adult, and geriatric). While emphasizing wellness promotion, illness prevention, care of acute minor illnesses and stable chronic illnesses for all life cycles.

DUTIES & RESPONSIBILITIES:

- Provide direct patient clinical care in an ambulatory setting for eight half-day clinics per week.
- Provide health maintenance exams with appropriate patient education for all age groups, including well child exams, adolescent exams and sports physicals, and adult physicals including pap and pelvic exam.
- Perform pregnancy confirmation and introduction of pregnant patients into the prenatal program at the clinic, and provide prenatal care in coordination with physicians.
- Perform system examination of patients with specific acute complaints or stable chronic illnesses, initiate treatment for identified conditions according to written protocol, and work closely with clinic physicians in referring patients with significant abnormal findings.
- Provide appropriate level of clinical and educational services as needed and scheduled at off-site locations, such as WIC clinics, public housing clinics, or other community sites.
- Provide in a variety of settings patient education that is age and condition appropriate. Education can be done 1:1 or in a group, including parenting, prenatal, family planning, preventive health, and disease specific (e.g. diabetes, hypertension, asthma).
- Participate in performance improvement (PI) projects; by peer review, auditing activities, and other PI activities as assigned by the Medical Director.
- Provide assistance to the Medical Director on epidemiological issues pertinent to the health center and contribute as needed to the development of the annual Health Care Plan.
- Obtain the minimum hours of continuing medical education as required by the State licensing board. Additional continuing medical education or practice-related education is encouraged.
- Maintain chart documentation, tracking and reporting systems as indicated for continuity of care. Participate in the on-call schedule as appropriate and as assigned by the Medical Director.
- Serve as a preceptor to nurse practitioner students as appropriate to level of experience as a Nurse Practitioner.
- The employee must demonstrate competencies applicable to the position.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of nurse practitioner principles and techniques.
- Knowledge of methods ensuring safe working environment for patient, family and staff including using appropriate personal protection equipment.
- Demonstrated ability in the provision of care within field boundaries.
- Skill in applying and modifying the principles, methods and techniques of professional nursing to provide ongoing patient care.
- Skill in taking medical histories to assess medical condition and interpret findings.
- Ability to maintain the confidentiality of patient information.
- Ability to assess a situation, consider alternatives and choose an appropriate course of action.
- Ability to participate effectively as a team member by supporting change, decisions and other staff, and by managing conflict appropriately.

Communications

Candidates must possess the following abilities: to express oneself effectively both orally and in writing; actively listen to others for understanding of their needs and situations; speak and write English clearly; read and understand correspondence, memoranda and directives and effectively represent the organization, department and its operations to management and the public.

Decision Making

This position requires that the candidate is able to act in a decisive manner, using good judgment; manage diverse functions; assess problems and situations and anticipate needs and evaluate alternatives.

Interpersonal Relationships

Candidates must have ability to work as a team member in the department and organization; establish and maintain effective and respected working relationship with various levels of internal and external clients; be consistent in dealing with people; exclude personal biases from work performance; must possess the ability to accept criticism and/or discipline; act with tact and diplomacy; strive to promote a cooperative atmosphere in the department and have a positive attitude.

Professional Attitude

It is expected that the candidate will hold the following professional attributes: dependability; maturity in relationships with others; self-confidence; willingness to take initiative; commitment to the organization; and represent the organization to other agencies staff and the public with a courteous, helpful, accurate and business-like attitude in all telephone, email and in personal contact.

Quality of Work

Quality and accurate work must be produced; candidate will possess the ability to detect and correct errors; utilize work time properly and productively, including prioritizing workload.

Technical Knowledge

Must have sound working knowledge of the organization and functions of the behavioral health department; nurse practitioner principles and practices; and other technical data as needed.

Typical Environmental Conditions: Potential exposure to communicable disease, toxic substances, body fluids, medicinal preparations and other conditions common to a clinic environment.

Typical Physical Demands

Varied activities including sitting, standing, walking, bending, reaching, and lifting. Requires full range of body motion including manual finger dexterity and hand-eye coordination. Occasionally lifts and carries items weighing up to 15 pounds. Requires corrected vision and hearing to normal range. Occasional stress related to multiple responsibilities and irregular work hours.

MINIMUM REQUIREMENTS:

- Graduated from an accredited school of Nursing
- Maintain a current Minnesota RN License
- Must possess a Master's degree in nursing.
- Must possess a nurse practitioner certification from an accredited association.
- Must be able to meet credentialing requirements.
- Strong Community Health/Public Health orientation.

DESIRABLE TRAINING & EXPERIENCE: Multi-lingual.

POSITION REPORTS TO: Medical Director

SUPERVISION OF OTHERS: None.

RESPONSIBILITY FOR PUBLIC CONTACT: Extensive public contact in person, on the telephone, email, and by letter.

SALARY AND BENEFITS:

Salary is negotiable and depending upon experience. BENEFITS: 9 paid holidays, PTO, Continuing Education allowance, Business expense allowance – license, DEA, etc., Malpractice insurance, Medical, Dental, \$50,000 term life insurance, short-term disability, FSA, 403(b), AFLAC

If interested, please send a cover letter and curriculum vitae to:

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OR

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