



## JOB DESCRIPTION

**TITLE:** Family Nurse Practitioner

**FLSA STATUS:** Exempt

**POSITION OBJECTIVE:** 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 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.
- Maintains chart documentation, tracking and reporting systems as indicated for continuity of care. Participate in the on-call schedule as assigned by the Medical Director.
- Serve as a preceptor to nurse practitioner students as appropriate to level of experience.

*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 manage conflict appropriately.
- Ability to assess, consider alternatives and choose an appropriate course of action to provide ongoing patient care.
- Ability to participate effectively as a team member by supporting change, decisions and staff.

## **MINIMUM REQUIREMENTS:**

Must have graduated from an accredited school of nursing and possess a current Minnesota RN license, Master's degree in nursing, board certification from an accredited association, meet credentialing requirements, and possess a strong community health/public health orientation.

## **OTHER POSITION REQUIREMENTS:**

### **Communication**

Must possess the ability 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**

Possesses decisiveness, exercises good judgment; manages diverse functions; anticipates needs, assess situational issues and evaluates 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; 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.

**Professionalism**

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

Computer literate and willingness to adapt to new computer system as needed; Electronic Health Records experience, preferred; proficient with office software packages, i.e., Microsoft Windows, MS Word, Excel, MS Outlook, etc.; ability to use the Internet, copy machines, etc.

**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.

**DESIRABLE TRAINING & EXPERIENCE:** Multi-lingual preferred, but not required.

**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.

*Open Cities Health Center (OCHC) is an affirmative action / equal opportunity employer. OCHC does not discriminate in employment on the basis of race, color, creed, religion, national origin, sex, marital status, disability, public assistance, age, sexual orientation, or membership on a local human rights commission.*

I have read and reviewed the job description for the position of Family Nurse Practitioner. I understand the duties and responsibilities of this job, and agree to perform these functions to the best of my ability.

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Employee Signature

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Date

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Signature of the Medical Director

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Date

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Signature of the Executive Director

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Date