

<b>Modoc Medical Center Job Description</b>		Page 1 of 3
Bargaining Unit Position     ___ Yes <u>  X  </u> No		Effective Date: Revised: 9/10/13
Department: Clinic		
Job Title: Family Nurse Practitioner		

**Reports To:**

**Employee Type:**     FLSA Exempt     \_\_\_ Yes       X   No

**POSITION SUMMARY:**

Under the direction of the MD Director and Clinic Manager, the Family Nurse Practitioner (FNP) is responsible for providing primary healthcare to patients and families, focusing on health maintenance, disease prevention, patient education and counseling. The FNP works under a physician following established guidelines as required and within established scope of practice.

***This position description is intended to identify some of the duties and responsibilities of this position. Modoc Medical Center reserves the right to modify, supplement, delete or augment the duties and responsibilities specified in this position description, at Modoc Medical Center's sole and absolute discretion.***

**POSITION QUALIFICATIONS:**

1. Current Registered Nurse license in the state of California.
2. Master's Degree from an accredited Nurse Practitioner's Program.
3. National certification as a Nurse Practitioner or certification eligible. Certification must be obtained within the first (6) months of employment.
4. Current BCIS certification.
5. Current ACIS certification.
6. Able to communicate in English both verbally and in writing.
7. Is dependable, reliable with good attendance and the ability to work with others, at all levels within the organization, and collaborate effectively.
8. Above-average interpersonal, problem-solving, and written and oral communication skills.
9. Must be a team player to all departments, confidential of sensitive data, respectful of all other staff members, considerate of other people's time, and accountable for work output.

**POSITION RESPONSIBILITIES:**

General Competencies:

1. Professional behavior is demonstrated always, both when on duty and as a representative of the hospital outside of normal work hours.
2. A positive working relationship with patients, visitors, and facility staff is demonstrated. Respectful to managers and supervisors.
3. Organizational ability and time management is demonstrated.
4. Produces deliverable products on time, within budget with minimal direction.

5. Demonstrates the ability to perform physical exams on all patients, neonate through the geriatric population.
6. Basic computer knowledge.
7. Able to perform minor office surgeries, apply casts and splint, and suture lacerations.
8. Obtains and documents patient's medical history. Identifies health risk factors.
9. Demonstrates the ability to diagnose and treat common acute illnesses.
10. Demonstrates the ability to diagnose and treat chronic illnesses such as diabetes and hypertension.
11. Performs all aspects of patient care in an environment that optimizes patient safety and reduces the likelihood of medical/ health care errors.
12. Orders and interprets diagnostic test (i.e. laboratory work, x-rays, and EKG)
13. Provides well child care; women's healthcare, prenatal care, and family planning.
14. Demonstrates the ability to prescribe medications (see individual state laws) and non-pharmacological therapies based on the patient's diagnoses, health history and age.
15. Encourages positive health behaviors for the maintenance of health and the prevention of disease. This is done through education and counseling.
16. Always applies standardized care guidelines in clinical practice.
17. Provides patient and/or family with health education, counseling and referrals to other healthcare professionals and community resources within appropriate.
18. Assesses and documents patient and/or family psychosocial issues.
19. Treats patients and families with respect and dignity.
20. Collaborates with physicians and other members of the health team to plan optimal care for the patient.
21. Works with the patient and family to formulate a patient treatment and education plan.
22. Provides follow-up care, determines effectiveness of the treatment plan, reassesses and changes the plan as needed.
23. Documentation meets all standards and policies. Documentation includes all findings, interventions and results.
24. Maintains patient confidentiality at all times.
25. Functions as a patient advocate.
26. Demonstrates the ability to be flexible, organized and function under stressful situations.
27. Participates in performance improvement and continuous quality improvement (COI) activities.
28. Stays current with medical advancements, new technology, new drugs through continuing education classes, society meetings, professional journals, etc.
29. Follows the five medication rights and reduces the potential for medication errors.
30. Attends all departmental, organizational and medical staff committee meetings as appropriate.
31. Assists with development and implementation of specific policies and procedures.

Professional Requirements:

1. Adheres to dress code; appearance is neat and professional.
2. Completes annual education requirements if applicable.
3. Maintains regulatory requirements.
4. Wears identification while on duty.
5. Complies with all organizational policies regarding ethical business practices.

6. Reports to work on time and as scheduled; completes work in designated time.
7. Attends all meetings as appropriate.
8. Exhibits the mission, ethics and goals of Modoc Medical Center in the performance of job duties.

**WORKING CONDITIONS:**

1. Willingness to work beyond normal working hours when necessary.
2. Is involved with personnel, visitors, and government agencies, etc., when necessary.
3. Must function independently, have personal integrity, have flexibility and the ability to work effectively with other personnel, clients and support agencies.

**PHYSICAL REQUIREMENTS:**

1. Sits, stands, bends, lifts, walks and moves intermittently during working hours.
2. Able to lift 20 lbs.

**ACKNOWLEDGMENT:**

THE ABOVE STATEMENT REFLECTS THE GENERAL DUTIES CONSIDERED NECESSARY TO DESCRIBE THE PRINCIPAL FUNCTIONS OF THE JOB AS IDENTIFIED, AND SHALL NOT BE CONSIDERED AS A DETAILED DESCRIPTION OF ALL THE WORK REQUIREMENTS THAT MAY BE INHERENT IN THE POSITION.

I have read this job description and it has been reviewed with me by my supervisor.

Employee Signature

Date

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Supervisor Signature

Date

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Subsequent Review Dates:

Employee:

Supervisor:

Date:	Initials:	Date:	Initials:
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