



Healing Hands Position Description

POSITION:	Nurse Practitioner
DEPARTMENT:	Clinical
JOB CODE:	
PAY RANGE:	
FLSA STATUS:	Exempt
REPORTS TO:	Chief Medical Officer

PURPOSE OF THE POSITION:
Diagnose and treat acute, episodic, or chronic illness, independently or as part of a healthcare team. May focus on health promotion and disease prevention. May order, perform, or interpret diagnostic tests such as lab work and x rays. May prescribe medication. Must be registered nurses who have specialized graduate education.
SCOPE AND MAGNITUDE:
Nurse Practitioners are a key part of our clinic practice and mission of providing quality healthcare to those in need.
POSITION FUNCTIONS:
<ul style="list-style-type: none"> • Educate patients about self-management of acute or chronic illnesses, tailoring instructions to patients' individual circumstances. • Schedule follow-up visits to monitor patients or evaluate health or illness care. • Counsel patients about drug regimens and possible side effects or interactions with other substances such as food supplements, over-the-counter (OTC) medications, or herbal remedies. • Order, perform, or interpret the results of diagnostic tests, such as complete blood counts (CBCs), electrocardiograms (EKGs), and radiographs (x-rays). • Analyze and interpret patients' histories, symptoms, physical findings, or diagnostic information to develop appropriate diagnoses. • Diagnose or treat acute health care problems such as illnesses, infections, or injuries. • Diagnose or treat chronic health care problems such as high blood pressure and diabetes. • Diagnose or treat complex, unstable, comorbid, episodic, or emergency conditions in collaboration with other health care providers as necessary. • Treat or refer patients for primary care conditions, such as headaches, hypertension, urinary tract infections, upper respiratory infections, and dermatological conditions. • Consult with or refer patients to appropriate specialists when conditions exceed the scope of practice or expertise. • Detect and respond to adverse drug reactions, with special attention to vulnerable populations such as infants, children, pregnant and lactating women, or older adults. • Develop treatment plans based on scientific rationale, standards of care, and professional practice guidelines. • Perform primary care procedures such as suturing, splinting, administering immunizations, taking cultures, and debriding wounds. • Perform routine or annual physical examinations. • Prescribe medications based on efficacy, safety, and cost as legally authorized. • Provide patients with information needed to promote health, reduce risk factors, or prevent disease or disability. • Recommend diagnostic or therapeutic interventions with attention to safety, cost, invasiveness, simplicity, acceptability, adherence, and efficacy. • Recommend interventions to modify behavior associated with health risks. • Prescribe medication dosages, routes, and frequencies based on patient characteristics such as age and gender.

- Advocate for accessible health care that minimizes environmental health risks.
- Provide patients or caregivers with assistance in locating health care resources.
- Maintain complete and detailed records of patients' health care plans and prognoses.
- Read current literature, talk with colleagues, or participate in professional organizations or conferences to keep abreast of developments in nursing.
- Keep abreast of regulatory processes and payer systems such as Medicare, Medicaid, managed care, and private sources.
- Maintain current knowledge of state legal regulations for nurse practitioner practice including reimbursement of services.
- Maintain departmental policies and procedures in areas such as safety and infection control.
- Supervise or coordinate patient care or support staff activities.

SUPERVISION OF PERSONNEL:

<u>TITLE OF DIRECT REPORTS</u>	<u>EXEMPT</u>	<u>NONEXEMPT</u>
N/A		

WORKING RELATIONSHIPS:

Will interact both internally and externally with a variety of people, including but not limited to: Executives, leadership and other coworkers, HHM office administrators or assistants, clinic staff; general public including patients and their relatives or support

KNOWLEDGE AND SKILL REQUIRED:

EDUCATION: BSN and/or NP from an accredited school of nursing or equivalent required; current license RN or NP with license to practice in the state of Texas

EXPERIENCE (and other qualifications): Minimum of 4 years of professional nursing experience required, 2 years leadership experience,

COMMUNICATION SKILLS: Must possess the ability to read, analyze and interpret general publications. Ability to effectively present information and respond to questions from groups of managers, coworkers, patients and providers. Ability to respond to common inquiries or complaints from patients, regulatory agencies or members of the community.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING SKILLS: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form

PREFERRED REQUIREMENTS:

- Excellent professional written and verbal communication and interpersonal skills;
- Ability to produce quality work within tight timeframes;
- Capable of observing, receiving and otherwise obtaining information from all relevant sources then analyzing information/evaluating results to choose the best solution and solve problems

SOFT SKILLS:

- Knowledge of current social and economic problems pertaining to public health and their impact of primary health care.
- Cognizant of the prevalent stressors and their impact on both the professional provider and the patient population within Healing Hands Ministries, the community, and all of HHM clinical settings.

- Ability to work with other health care professionals from a variety of disciplines to achieve maximal productivity and program effectiveness while continuously promoting the growth and development of fellow professionals, exercising appropriate supervisory control and displaying good work judgment.
- Organized, dependable and a team player;
- Attention to detail and a have high sense of urgency;
- Must display good judgment, maintains confidentiality, sound decision-making, and be able to work independently, as needed;
- Flexible, adaptable and a high level of initiative;
- Able to establish and maintain interpersonal relationships;
- Work in a fast-paced environment and display strong customer service skills

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

- Works indoors with a variety of office equipment in the medical office and exam/procedure rooms that include well-lighted, well-ventilated, and adequate space. Frequent exposure to communicable diseases, bodily fluids, toxic substances, and other conditions common to working in a primary care setting. May be exposed to strains and injuries from patients and equipment
- Required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; extensive reading; inspecting and observing information on a computer screen
- Must have hand/finger dexterity in order to fulfill functions of the role re: general medicine including vaccinations, physical exams, and more complex procedures with adults and children
- Remains stationary at least 85% of the time; Must be able to move around the office up to 15% of the time to make copies, fax, file, etc.; Occasionally lifts and carries items weighing up to 25 pounds. Occasional stressful situations and irregular hours.
- Must be able to communicate clearly to coworkers and patients both in-person and over the telephone.
- This position requires constant communication and exchange of information with Healing Hands' employees, clients, vendors, providers and/or contractors

EFFECTIVE DATE: May 2021

Healing Hands Position Description Acknowledgement

Title: Nurse Practitioner

- I have reviewed this job description and I understand all my job duties and responsibilities.
- I am able to perform the essential functions as outlined.
- I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.
- If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources staff.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I have discussed any questions I may have had about this job description prior to signing this form.

Employee's Signature

Date

Employee's Name (please print)