Nurse Practitioner/Physician Assistant

RESPONSIBLE TO: Executive Director

FUNCTION: To ensure the consistent provision of high-quality primary medical care, emphasizing health promotion and disease prevention, as well as management of acute and chronic diseases at Community Inclusion's clinical site in Jamestown.

SPECIFIC DUTIES:

1. Adheres to Primary Care protocols and procedures in the compliance with New York State Health Department regulatory standards with Nurse Practitioner (NP) or Physician Assistant (PA) Scope of Practice. Practice Information for Nurse Practitioners | Office of the Professions (nysed.gov)
   a. Protocols and procedures may include but are not limited to:
   b. ordering diagnostic and laboratory tests
   c. prescription of pharmacologic agents and treatment and non-pharmacologic therapies.
   d. development of the plan of care and treatment/follow-up as required.
   e. communicating test results to patients and their families
   f. recording patient medical histories

2. Provides comprehensive patient care and establish a family partnership whenever possible to ensure the needs of the patients are met on an ongoing basis.

3. Ensures high-quality primary care is delivered cost-effectively and consistently.

4. Provides patient education regarding specific health issues. Teaching and counseling individuals, families and groups as a major part of the practitioner's role.

5. Maintains documentation of the patient's medical appointment to Community Inclusion's standards with high efficiency.

6. Makes referrals to other medical practitioners/specialists, laboratories, hospitals for further medical evaluation as the need arises and make follow-up recommendations when indicated.

7. Engages the patient, family and cross-functional care teams in sustained health and well-being of the patient.

8. Supports performance improvement initiatives with timely and accurate data and consistent actions.

9. Consults on a regular basis with Primary Care physician/collaborative physician regarding specific patient issues.

10. Participates with primary care physician/collaborative physician in the review of primary care patient files to evaluate and review the type and quality of patient care.

11. Monitors and implements infection control practices and ensures that all practices in the primary care unit are in compliance with agency, State and Federal guidelines.

12. Provides professional supervision and advisement to primary care nursing staff including instruction in performance of job duties.

13. In collaboration with management and practice guidelines, maintains a schedule of appointments to meet the daily expectations of the practice and needs of the patients.

14. Maintains general medical office practices including medical record maintenance and billing practices.

15. Monitors units of service, productivity and expenses to align with department budget expectations.

16. Participates on committees as required to provide professional guidance and advisement as necessary. Acts as health care resource, interdisciplinary consultant and patient advocate.

17. Provides in-service education on medical health care issues as needed.

18. Responsible to respond to on-call services outside of business hours as assigned by management.

19. Performs all other duties as requested by the Physician and management.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work with adults and children, knowledge and abilities commensurate with those of general medical practice. Awareness of Primary Care Office Management and procedure, knowledge and certification in First Aid and/or emergency procedure, the ability to communicate verbally and in writing. Physical condition commensurate with job responsibilities. Ability to work both autonomously as well as collaboratively with a variety of individuals to diagnose and manage patient's health care problems. Written and verbal communication, listening, organization, time management and teamwork skills, must have Empathy and compassion.

MINIMUM QUALIFICATIONS:
New York State Certification as Nurse Practitioner** or Physician Assistant
Must be eligible to be credentialed, enrolled with insurances and maintain such as required

**Collaborative Agreement if fewer than 3,600 hours of practice – see NYS Office of Professions site for current details

** Note: Please review current NYS Nurse Practitioner Practice Act for requirements for Physician Collaborative Agreement requirements, as this is an evolving legislative topic

This is a position that is exempt from overtime provisions of the Fair Labor Standards Act. As an Exempt employee, incumbent will receive an annual salary commensurate with assigned responsibilities and salary classification; however, incumbent is expected and required to work as many hours as necessary to fulfill job responsibilities.