



FAMILY HEALTH CENTER

JOB DESCRIPTION: ADVANCED PRACTICE NURSE

REPORTS TO: Medical Director
ALONG WITH: Physicians and other Advanced Practice Nurses
SUPERVISES: Functional supervision of nursing and clinical staff

GENERAL DESCRIPTION:

Delivers ambulatory care services. Assumes responsibility for delivery of services consistent with community standards. Participates in quality improvement activities. Participates in the development of the health care plan; makes recommendations in regards to health services/programs to be offered, delivery sites, and hours of operation.

MINIMUM QUALIFICATIONS:

- Licensure as a Registered Nurse in the State of Missouri is required.
- Possession of a Master's Degree in Nursing from an accredited college or university including educational preparation as a nurse Practitioner with certification through ANCC, NAACOG, or NAPNAP, STATE OF MISSOURI
- Demonstrated professional commitment to providing services to medically underserved persons
- Ability to communicate effectively both orally and in writing
- Computer literate in electronic mail, word processing, and office management system software
- Ability to walk, bend, kneel, stoop, and lift 25 pounds to shoulder level without assistance
- Manual dexterity which allows thorough physical examination of patient through palpation
- Hearing which allows for adequate auscultation during physical examination of patient
- Visual acuity which allows for thorough inspection during physical examination of patient

JOB RESPONSIBILITIES:

Delivery of Medical Care -

- Obtains and documents a relevant health and medical history
- Performs a physical examination based on age and history
- Conducts preventative screening procedures based on age and history
- Identify medical and health risks and needs
- Formulates the appropriate differential diagnosis based on the history, physical examination, and clinical findings
- Identifies needs of the individual, family or community as a result of the evaluation of the collected data
- Orders and/or performs pertinent diagnostic tests and analyzes collected data
- Monitors patient conditions, lab values, and results of diagnostic procedures
- Identifies and prescribes appropriate pharmacological and non-pharmacological therapies
- Consults with physician, as indicated
- Develops a client education plan which includes relevant patient education

Job Description Advanced Practice Nurse

- Makes appropriate referrals to other health professionals and community agencies
- Determines the effectiveness of the plan of care through documentation of client care outcomes, reassesses and modifies the plan as necessary to achieve medical and health goals
- Provides appropriate response to life-threatening emergency situations when no physicians are immediately available

Management of Quality of Medical Care –

- Participates in the development of a quality improvement system incorporating process and quality outcome indicators
- Participates in development and maintenance of medical care protocols and procedures
- Participates in quality improvement studies
- Contributes to development and maintenance of protocols for the telephone triage system
- Contributes to the development of a continuing medical education policy
- Participates in review of patient satisfaction surveys and in resolving patient complaints

Operational Efficiency of Organization –

- Participates in utilization management and risk management activities
- Supports diagnostic and E&M coding accuracy, adherence with the corporate compliance plan, attainment of productivity targets, and claims preparation for third party reimbursement

Administrative Activities -

- Participates in quality improvement review activities on a periodic basis, including systematic review of records and treatment plans
- Develops guidelines for practice with collaboration from physicians
- Participates in research activities when indicated
- Provides education to staff and/or health professional students
- Participates in strategic planning process for the Center
- Participates in development of health care plan to support grant applications
- Participates in recruiting providers
- Attends Providers Workgroup, and Practice Management meetings
- Participates in the development of the medical expense budget and supports delivery of services within budgetary guidelines
- Participates in information system planning
- Assists in development of clinical staffing plans

Community Outreach -

- May participate in community activities that support the mission of the Family Health Center

JOB ACCOUNTABILITIES:

- Assumes responsibility for quality of medical services rendered to patients
- Provides professional perspective and direction in development of the healthcare plan, and strategic plan for the Center
- Collaborates in ensuring the viability of the organization through the development of the annual budget, adherence with budgetary guidelines, and attainment of productivity targets

Job Description
Advanced Practice Nurse

- Contributes insight to assure alliance of organizational mission with needs of medically underserved community
- Delivers direct patient care services to ambulatory patients

ADVANCED PRACTICE NURSE II

- Satisfies all requirements for Advanced Practice Nurse I
- Functions as Laboratory Manager under the direct supervision of the Medical Director

Employee

Date

Manager/Supervisor

Date

Management Approval Of Job Description: By _____ Date _____