

SUBJECT: Southern Peigan Health Center Job Description – Nurse Practitioner	
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JOB RESPONSIBILITY:

Delivery of Medical Care

- Follow evidence-based guidelines, and Southern Peigan Health Center (SPHC) policy (Standards of Care, Infection Control, etc) to provide quality care to patients.
- Performs accurate, complete, and professional documentation in medical records and in a manner considered timely by SPHC policy.
- Medications:
 - a. Correctly identifies the purpose, side effects and onset of action for each class of drug being given to a patient.
 - b. Correctly explains medication to patient/guardian, checks allergy status and obtains consent before giving medication.
 - c. Medication Administration (in instances when not done by the nurse):
 1. Correctly identifies the 5 “Rights” of Medication Administration: Right patient, Right drug, Right time, Right dose, and Right route.
 2. Charts medication, lot #, expiration date, and medication route immediately after given.
 3. Monitors patient if needed after medication is given.
 - d. Has knowledge of and follows corporate, state and federal laws for handling and administration of controlled drugs and handling of the keys to the locked cabinet.
- Specimen Handling (in the instances when done by the provider and not by the nurse):
 - a. Continuously employs infection control and blood pathogen standards.
 - b. Collects specimen in container per specifications of labs based on specimen size and test requested or assists provider in collections.
 - c. Correctly labels specimen with correct patient information using two patient identifiers.
 - d. Correctly completes needed specimen forms.
 - e. Assures specimen is transported correctly to lab.
- Follows continuous infection control and blood pathogens standards and demonstrates, at least annually, competency of:
 - a. Hand hygiene
 - b. Use of personal protective equipment.
 - c. Safe injection practices.
 - d. Knowledge of cleaning and disinfecting of environmental surfaces between patients.
 - e. Knowledge of cleaning of point of care devices between patients.
- Patient Relations
 - a. Consistently addresses internal and external patients in a pleasant and respectful manner.
 - b. Makes patients and their needs a primary focus.
 - c. Consistently maintains respect for the capabilities, different cultures, and/or personalities of internal and external patients.
 - d. Consistently makes certain all patient information is kept private and confidential by following all HIPAA guidelines.

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- e. Consistently promotes positive interpersonal relationships with patients and staff, and displays courtesy and helpfulness when addressing others.
- Self-Management
 - a. Completes mandatory education requirements for professional state licensure and SPHC.
 - b. Meets deadlines for occupational health requirements and state law requirements, such as TB testing and license renewal.
 - c. Completes training requirements for CLIA waived laboratory assessments used in the clinic as well as for other equipment used in patient care.
 - d. Actively participates as a team member and assists others when needed.

Administrative Activities

- Completes all assigned Relias Learning courses or other continuing education hours in a timely manner, as required.
- Follows all applicable SPHC policies and procedures.
- Completes patient care within the scheduled time allocated per specific scheduled time frame.

REQUIRED KNOWLEDGE:

- Medicine – Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventative health care measures.
- Biology – Demonstrates knowledge of plant and animal organisms, their tissue cells, functions, interdependencies, and interactions with each other and the environment.
- Chemistry – Demonstrates knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformation that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques and disposal methods.
- Therapy and Counseling – Demonstrates knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavior and affective disorders.
- English Language – Demonstrates knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Infection Control – Demonstrates knowledge of the basic infection control standards, and ability to learn specific SPHC policies.

SKILLS REQUIRED:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking – Talking to others to convey information effectively and pleasantly.

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- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Service Orientation – Actively looking for ways to help people.
- Social Perceptiveness – Being aware of others’ reactions and understanding why they react as they do.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.

ABILITIES REQUIRED:

- Problem Sensitivity – The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Oral Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression – The ability to communicate information and ideas in speaking so others will understand.
- Near Vision – The ability to see details at close range (within a few feet of the observer).
- Information Ordering – The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers letters, words, pictures, mathematical operations).
- Inductive Reasoning – The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Written Comprehension – The ability to read and understand information and ideas presented in writing.
- Speech Clarity – The ability to speak clearly so others can understand you.

JOB ACTIVITIES:

- Getting Information – Observing, receiving, and otherwise obtaining information from all relevant sources.
- Identifying Objects, Actions, and Events – Identifying information by categorizing; estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- Communicating with Supervisors, Peers, or Subordinates – Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

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- Handling and Moving Objects – Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- Updating and Using Relevant Knowledge – Keeping up-to-date technically and applying new knowledge to your job.
- Establishing and Maintaining Interpersonal Relationships – Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Assisting and Caring for Others – Provides personal assistance, medical attention, emotional support, or other personal care to other such as coworkers, customers or patients.
- Judging the Qualities of Things, Services or People – Assesses the value, importance or quality of things or people.
- Processing Information – Complies, codes, categorizes, calculates, tabulates, audits or verifies information or data, as needed.
- Documenting/Recording Information – Enters, transcribes, records, stores or maintains information in written or electronic/magnetic form, as needed for the job.

LICENSING AND PRACTICE REQUIREMENTS:

- Must be a graduate of an accredited educational program for nurse practitioners and complete a residency or similar program as mandated by their degree program.
- Possesses an active Montana professional license to practice that is appropriate for the position and profession.
- Has maintained all required certifications (BLS, ACLS, PALS), licenses, DEA, and other qualifications, as required by SPHC.
- Has an active unrestricted DEA license.
- Is credentialed and privileged with SPHC.
- Meets SPHC/FTCA criteria for malpractice coverage.
- Obtains CME credits on an ongoing basis, according to the specification of the appropriate licensing board.
- Meets all conditions put forth by third party insurance payers to meet their credentialing requirements (Commercial insurances, Medicare, Medicaid).