**JOB DESCRIPTION**

**NURSE PRACTITIONER**

REPORTS TO: CEO Exempt Job number: 450 Job Code: 00-83002

**JOB SUMMARY:** The Advanced Practice Registered Nurse (APRN) provides patient medical services and integrates education, management, leadership and consultation into clinical practice. The collaborative practice of the APRN includes accepting referrals from, consulting with, cooperating with or referring to other health care providers in order to promote comprehensive care and provide continuity of care for primary care patients.

**DUTIES/RESPONSIBILITIES:**

* Treat everyone with dignity and respect
* Promote and protect all patient/resident rights
* Maintain confidentiality of protected health information, including verbal/written/electronic communications
* Demonstrate professional behavior while on duty in any setting
* The APRN obtains comprehensive medical histories and performs physical examinations and assessments; orders appropriate diagnostic tests; analyzes results of patient examinations and diagnostic tests to correctly diagnose and manage patients; collaborates as necessary, to verify diagnosis
* Identify high risk situations or change in patients status and takes appropriate action; provides medical management and or other interventions for acute and chronic health problems
* Administers medication; performs procedures according to established methods within the scope of practice
* Provides appropriate follow-up care and or referral; provides patient/patient’s family with appropriate education; provides health maintenance and disease management counseling to patients
* Serves as a liaison and resource for physicians, healthcare team members, patients and families, participates in plans for health promotion, prevention and maintenance; completes all charting and documentation timely and assures appropriate fees/billing codes are used for professional services
* Participate in educational activities to further professional development. Attends required number of Medical Staff meetings and quality improvement initiatives.
* Participate in the orientation of other NCHS employees. Participate, as requested/required in staff development, in-service, and other educational and related activities

**LICENSURE/CERTIFICATION REQUIREMENT:**

* Current licensure to practice as an APRN in North Dakota
* Drug Enforcement Agency (DEA) registration is required for prescriptive privileges

**Must be certified by one of these national certifying bodies:**

American Academy of Nurse Practitioners

American Nurses Credentialing Center

National Certification Corporation for OB/GYN and Neonatal Nursing Specialties

National Certification Board of Pediatric Nurse Practitioners

Oncology Nurses Certification Corporation or;

Critical Care Certification Corporation.

* ATLS, ACLS, and PALS Certification Current or obtain within 3 months of employment
* Maintain DOT Physical Certification
* The NP is to maintain all applicable education, licensure, certification or registration requirements

**SUPERVISION RECEIVED:** Clinical supervision and direction is given by the supervising physician as required by Rural Health Clinic and Critical Access Hospital regulations. Operational supervision is provided by Administration.

**QUALIFICATIONS /ABILITIES:**

* Preferred: DEA registration, previous experience as an APRN
* Maintain the knowledge and skills necessary to provide care appropriate to the age of the patients; patients may include infant, child, adolescent, adult and geriatric
* Must have extensive advanced knowledge of nursing/medical principles, practices and techniques
* Must have completed a program of study designed to prepare an RN for advanced practice and which meets Board of Nursing standards for practice as an APRN. A masters degree in nursing is required if practicingin ND and if initially licensed after Aug 1, 1995, otherwise preferred.
* Ability to gain proficiency in NCHS’s software programs as applicable
* Demonstrate competency and ability to carry out department specific functions in accordance to the NCHS’s standards of care, policies and procedures
* Demonstrate the ability to communicate effectively both verbally and in written format. Demonstrate a high level of interpersonal skills and be able to communicate effectively in business relationships and with individuals throughout NCHS.
* Participate in the orientation of other NCHS employees and as requested/required in staff development, in-service, and other educational and related activities. Demonstrate knowledge and understanding of and compliance with:
1. Infection control policies and procedures for position
2. All pertinent safety, health and environmental policies, procedures and guidelines
3. Working safely, without causing harm or risk to self, others or property.
4. The work environment and all safety procedures
5. Prompt reporting of unsafe practices, procedures, accident/injuries, complaints or any other safety violations
6. The appropriate use of all safety equipment and personal protective equipment

**WORKING CONDITIONS:** Rotating day shift Monday-Friday in Clinic, and rotating day, night and

weekend call for NCHS. Indoor, Medical office, Emergency Room, Hospital and Care Center, off campus Health Fairs.

**JOB EXPOSURES:** May be subjected to occupational health hazards including but not limited to odors, chemicals, infectious diseases, infectious wastes and body fluids, sharps and physical, psychological and emotional stress.

**PHYSICAL REQUIREMENTS:**

* Meet general health requirements according to facility policy, including medical and physical exams and checking immunity status to various infectious diseases
* Ability to lift, move, push or pull 40 pounds
* **Hand Functions-** grasp and pinch frequently
* **Visual-** optimal vision required to read information, reports, instructions, labels etc.
* **Verbal and auditory-** must communicate effectively with patients, families, physicians and staff
* Frequent standing and walking, bending and working at all levels for extended periods
* Ability to work on local desktop and in remote desktop sessions
* This position requires the ability to perform essential job functions with or without reasonable accommodations

**Employee Statement of Understanding:** This job description is intended to convey the general scope of the major duties and responsibilities inherent in this position. Other tasks not listed here may be assigned. Periodic revision may be necessary to reflect changes in expectations placed on the health care industry by various governmental agencies. This job description will be reviewed and/or revised annually and as needed.

I have read and understand the job description for my position. I agree to comply with all NCHS policies, laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or standards of conduct to my director or the Corporate Compliance Officer (Administrator).

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Employee Date

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CEO/Administrator Date