



Cow Creek Government Office

Position Description

Position Title: Family Nurse Practitioner

Department: CCH&WC

Reports To: Clinic Director

FLSA Designation: Non-Exempt

Date Written/Revised: 11/19/2013, 6/13/2018

Pay Grade: 17

POSITION PURPOSE:

The function of the Family Nurse Practitioner/Provider is to provide primary health care services to individuals of all ages as a member of a health team assigned to the health clinic.

ESSENTIAL FUNCTIONS:

- Delivers direct primary care to clients of all ages developing therapeutic plans of care for prevention, management and maintenance of optimum health for individuals.
- Assess, diagnoses, treats, manages, evaluates and monitors acute and chronic illnesses, administers prevention services, prenatal/postnatal services, family planning and counsels psychologically challenged individuals.
- Orders, performs, interprets, evaluates, and reviews diagnostic studies and procedures.
- Prescribes and dispenses pharmaceuticals, evaluates outcomes and dictates changes in management levels of therapeutics.
- Performs minor surgeries and procedures:
- Provides health education and counseling to those clients seeking family planning services promoting positive health behaviors and self care skills.
- Makes referrals to health care professionals, specialists, other clinics and community agencies.
- Maintains client electronic records in a systematic format.
- Serves as a consultant and collaborator to/with the health center team, clients.
- Participates as a preceptor and role model for Nurse Practitioner students.
- Assists/instructs other health care employees in the management of client care.
- Ensures that client records are kept confidential consistent with the Health Department policies and procedures and HIPAA standards. Monitors HIPAA compliance within the work environment.

QUALIFICATIONS:

- Knowledge of professional nursing standards, theories, and abilities, procedures and techniques used in acute and chronic disease care and education and have the ability to implement these within a clinical setting.
- Candidate must have the ability to maintain strict confidentiality in accordance with HIPAA and Privacy Act regulations.
- Proven ability to read, understand and apply program rules and regulations for State, Federal and Tribal assistance programs.
- Have good typing skills and be familiar with basic office procedures.
- Must demonstrate proven effective interpersonal communication skills.
- Possession of a Master's Degree in Nursing and relevant Nurse Practitioner training/certification in the specialty area for the position held.
- One year of Nurse Practitioner/Provider experience similar to the job responsibilities of a Nurse Practitioner/Provider within the Health Department.
- Possession of a current license to practice as a registered nurse in the State of Oregon. Certification of a nurse practitioner in area of specialty by the ANA or NACOG and possession of a license issued by the State of Oregon as a Nurse Practitioner.
- Maintain re-certification every three years.
- CPR certification, CLIA training

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Position Minimum Requirements

{Continuous -- 67-100% of the day. Frequent -- 34-66%. Occasional - 6-33%. Intermittent -- 1-5%}

- 1. **SITTING** - (Percent of time or hours per day? Surface? Foot controls?) **Frequent**
- 2. **STANDING** - (Percent of time or hours per day? Type of surface? Duration at one time?) **Frequent**
- 3. **WALKING** - (Percent of time or hours per day? Surface? Distance?) **Frequent**
- 4. **POSITIONS** - (Can worker change positions frequently? Occasionally?) **Frequent**
- 5. **LIFTING & CARRYING** - (Weight? Type of object(s)? Frequency? Distance?) **Occasional**
- 6. **PUSHING/PULLING** - (Weight? Type of object(s)? Times per hour? Distance?) **Occasional**
- 7. **REACHING/HANDLING** - (Use of hands for repetitive fine manipulation? Distance? Overhead reaching? Frequency?) **Occasional**
- 8. **BENDING/SQUATTING** - (Frequency? From Waist? Knees? Duration?) **Occasional**
- 8. **TWISTING** - (From what body part(s)? Frequency? How far? Work being done?) **Frequent**
- 9. **CLIMBING** - (Height? Slope? Number of steps? Frequency? On what? Ladder?) **Intermittent to none.**
- 11. **CRAWLING** - (Surface? Frequency? Distance?) **Intermittent to none.**

ENVIRONMENTAL FACTORS - (Include whether job is performed inside or out identifying extremes of cold, humidity, heat, etc. Include any hazards such as noise, light, fumes, dust, vibration, liquids, chemicals. communicable disease, etc.)

<u> </u> <input checked="" type="checkbox"/>	Sedentary Work	= Prolonged periods of sitting, exerts up to 10 lbs. of force occasionally
<u> </u>	Light Work	= Exerts up to 20 lbs. of force occasionally, and up to 10lbs. of force frequently
<u> </u>	Medium Work	= Exerts up to 50 lbs. of force occasionally, and up to 20 lbs. of force frequently
<u> </u>	Heavy Work	= Exerts up to 100 lbs. of force occasionally, and up to 20 lbs. of force frequently
<u> </u>	Very Heavy Work	= Exerts over 100 lbs. of force occasionally, and up to 50 lbs. of force frequently

I have read and reviewed this job description with my immediate supervisor and fully understand the terms set forth.

EMPLOYEE

DATE

SUPERVISOR

DATE

The job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skills required to do this job successfully.