

VALLEY COMMUNITY HEALTHCARE
Job Description

Position: Nurse Practitioner

Reports to: Chief Medical Officer

Hours: Full Time – 40 hours

FLSA Status: Exempt

SUMMARY:

Provides quality and cost effective primary care services to VCH adult, children, or infant patient population, meeting their diverse health and social needs.

DUTIES AND RESPONSIBILITIES:

1. Clinical

- Per specialty, perform complete examination of patients including adults, children and infants
- Assesses and manages acute and chronic conditions and participate in disease registry
- Screen all patients for health maintenance needs, including immunizations
- Educates patients and family members in health promotion, disease prevention and birth control methods as appropriate
- Assists in preparation and selection of patient education materials
- Provides preliminary telephone consultation to patients, when requested, inviting patients to be seen in VCH preferentially. Also, contact patients for follow-up care in case of life threatening illness
- Helps coordinate efficient flow of patients through the system of care
- Helps monitor status of referrals
- Obtain and review patient histories and develops patient care charts, ensuring completeness and accuracy

2. Administrative

- Participate in Quality Assurance, peer review and maintain confidentiality
- Participate in quality improvement, chart audits, and process improvement programs both system wide and cluster specific
- Participate in cluster specific meetings and administrative task as assigned by Medical Director or cluster lead Clinicians
- Helps in recording of no-show visits and lab results/refills
- Participates or collaborate with marketing and other health education staff on education and patient recruitment health fairs
- Maintain current knowledge-base and appropriate licensure
- Maintain productivity per VCH standard
- Ensure compliance with license requirements as stated in Title 22

- Performs miscellaneous job-related duties as assigned

Minimum Qualifications:

Must be registered in the state of CA as a Nurse Practitioner. Three (3) years experience working in a community clinic or other healthcare setting is a must. Bilingual English/Spanish preferred.

***Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company.**

VALLEY COMMUNITY HEALTHCARE IS AN EQUAL OPPORTUNITY EMPLOYER

ACKNOWLEDGEMENT:

I acknowledge I have received, read, understand and will comply with my job description.

Employee Printed Name

Employee Signature

Date

Supervisor Signature

Date