

Job Description

Position:	Family Nurse Practitioner
Reports To:	Lead Physician and Chief Medical Officer
Hours:	Full Time (40 hours)
FLSA Status:	Exempt

POSITION SUMMARY

Under the supervision of the Lead Physician and Chief Medical Officer, the Family Nurse Practitioner (FNP) is responsible for providing comprehensive direct primary and urgent care to an ethnically and socially diverse patient population in accordance with protocols, policies, and procedures. The FNP will ensure a high level of quality in delivery of patient services. In addition, the FNP must provide leadership and supervision for other ancillary and support staff to enhance their patient care skills. The FNP will also participate in specific clinic programs or initiatives as assigned.

Essential Functions:

1. Patient services: Ensures that patients/clients receive quality, timely, professional care in accordance with VCH's mission and values and leads the care team by utilizing the Patient Centered Medical Home model.
 - Leads the clinic care team in directing team huddles each day.
 - Perform complete examinations, assessments, and formulates treatment plans for patients including adults, children and infants.
 - Obtains and reviews patient histories and develops patient care plans, ensuring completeness and accuracy in both electronic health record and paper record documentation.
 - Orders and interprets in a timely fashion results of laboratory, radiology, and other tests.
 - Determines and implements courses of treatment according to evidence based practices.
 - Provides and monitors the results of treatment, and makes adjustments as needed.
 - Proactively assists the patient and family through all facets of accessing care at VCH and serves as a resource to resolve patient and family concerns.
 - Confers with staff regarding care and treatment of patients and assists/mentors them in management of patient care.
 - Accesses and manages acute and chronic conditions and participates in disease registry
 - Screens all patients for health maintenance needs, including but not limited to immunizations, cancer screening, and behavioral health screening.
 - 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, and directs patients to the appropriate location for care, ranging from the clinic, an urgent care, or an emergency room.
 - Contacts patients for follow-up care in case of life threatening illness.
 - Helps coordinate efficient flow of patients through the system of care.
 - Actively monitors and appropriately directs referrals placed for patient care.
2. Compliance: Ensures services provided comply with regulatory agency requirements, contractual obligations and funding sources.
- Performs/supervises functions, duties and services in compliance with regulatory agencies, contractual obligations and funding sources such as CHDP, EWC, Medi-Cal, HCLA, MHLA, FPact, and Title X.
 - Monitors and ensures compliance with clinical evidence based guidelines for adult and pediatric health care.
 - Participates in the review, revision, and implementation of policies and procedures to ensure medical practices are in full compliance with regulatory requirements.
 - Oversees the maintenance of records/documents in accordance with clinic policies and procedures, contractual obligations, regulations, and funding sources.
 - Monitors strict adherence to: universal infection precautions as established by the Center for Disease Control and Prevention; Occupational Safety and Health Administration; DHS/OA; and clinic standards.
3. Administrative
- Participates in Quality Improvement initiatives, Quality Assurance assessments, peer review processes, performance evaluations, and maintains confidentiality.
 - Participates in team meetings and administrative tasks as assigned by Lead Physicians, Associate Medical Directors, or the Chief Medical Officer.
 - Actively reviews no-show visits and lab results.
 - Reviews and implements guidelines and protocols as disseminated by administration.
 - Responds to patient questions for medical advice, directs staff to schedule patient appointments.
 - Executes appropriate and timely refill of patient medications.
 - Participates or collaborates with marketing and other health education staff on education and patient recruitment health fairs
 - Maintains current knowledge-base and appropriate licensure and provides proof of Continuing Education activities and board certification activities to clinic administration.
 - Maintains productivity and quality of care per VCH standards.
 - Ensures compliance with license requirements as stated in Title 22
 - Performs miscellaneous job-related duties as assigned
4. Communication
- Creates and maintains effective interpersonal relationships with all employees; keeps employees informed of changes which may affect the work environment.
 - Communicates effectively with all levels of staff throughout the clinic by consistently utilizing and facilitating effective strategies to encourage collaborative problem

- solving and decision making.
- Trouble shoots difficult problems or situations and takes independent action to resolve them.
- Through teamwork and accountability exhibits behaviors and attitudes of courtesy and respect for all staff at the clinic in accordance with its mission and values.
- Establishes and maintains effective and positive working relationships with representative of outside agencies, government entities, vendors, as well as other clinical staff, volunteers, and staff; represents the clinic site when appropriate.
- Ensures patient confidentiality and demonstrates complete discretion when discussing patient information.

5. Fiscal management:

- Practices cost-effective medicine by utilizing appropriate use of laboratory and prescription utilization in line with clinic preferred laboratory and drug formulary.
- Completes documentation for clinic sessions in a timely manner ensuring accuracy and completeness to ensure the clinic can collect funds for the services.

Minimum Qualifications:

These are general guidelines based on the minimum experience normally considered essential to the satisfactory performance of this job. Individual abilities may result in some deviation from these guidelines. To perform effectively in this position, the candidate must have:

- A valid and unrestricted California Board of Registered Nursing NP license
- NP Board certification
- Current DEA registration (all schedules) and a minimum of a BLS certificate.
- Competency in evaluating and treating general adult and pediatric ambulatory care.
- Exhibits a high level of professionalism
- Experience in Federally Qualified Health Centers and/or an NCQA recognized Patient Centered Medical Home is preferred.
- Working knowledge of state of the art medical scientific and treatment methods in area of specialty.
- Understanding of current medical, educational, and psychosocial intervention procedures.
- Ability to perform clinical duties within established guidelines in an organized, efficient manner.
- Ability to relate and communicate well to all cultural and ethnic groups in the community, including fluency in written and spoken English. Bilingual skills in written and spoken Spanish are preferred.
- Ability to complete and maintain records in accordance with procedures utilizing an electronic health record system.
- General computer skills in Microsoft Office programs (Word, Excel, etc.) and patient medical record system.
- Current California driver's license or identification card.

Physical Demands:

1. Ability to perform physical examination of patients
2. Perform duties requiring a full range of body motion including handling and lifting patients.
3. May work under stressful conditions and/or work irregular hours as assigned.

Environment:

Risk of exposure to infectious disease

VALLEY COMMUNITY HEALTHCARE IS AN EQUAL OPPORTUNITY EMPLOYER

ACKNOWLEDGEMENT:

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

Employee Printed Name

Employee Signature

Date

Supervisor Signature

Date