



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Family Nurse Practitioner	<b>DEPARTMENT:</b>	General Medicine
<b>REPORTS TO:</b>	Lead Physicians & Chief Medical Officer	<b>FLSA STATUS:</b>	Full-time
<b>HOURS:</b>	Full Time; hours vary, evening may be required, telephone calls may be required		

### **High-Quality Health Care for All**

The mission of Valley Community Healthcare is to improve the health and wellbeing of our community by providing high-quality comprehensive healthcare services regardless of ability to pay.

### **We're in this together**

Enhancing relationships with staff, businesses, foundations, and community leaders who share our vision of high-quality healthcare for all.

### **We're providers of patient-centered care**

Empowering patients to take responsibility for, and share in, decisions regarding their health status, forming a partnership between patient and healthcare provider.

### **We're forward-thinking, accountable leaders**

Assuring organizational viability through high standards of administrative and fiscal accountability while managing growth responsibly and strategically.

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.

### **CORE JOB RESPONSIBILITIES (Essential Duties):**

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.
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#### 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.

#### **Physical Demands:**

1. Ability to perform physical examination of patients

#### **Environment:**

Risk of exposure to infectious disease

#### Reports to:

- Lead Physicians & Chief Medical Officer

#### Direct Reports:

- None

#### Physical and Mental Conditions:

- These physical and mental demands are representative of the physical and mental requirements necessary for an employee to successfully perform the major duties and responsibilities of this position. Reasonable accommodation can be made to enable people with disabilities to perform the described major duties and responsibilities.

#### Physical Conditions:

- Possess vision sufficient to read standard text and a computer monitor and to drive a vehicle; travel as needed; speak and hear well enough to communicate clearly and understandably in person to individuals and groups and over the telephone; possess body mobility to stand, sit, walk, stoop and bend routinely to perform daily tasks and to access a standard office environment shared with other employees; possess manual dexterity sufficient to use hands, arms and shoulders repetitively to operate a keyboard, utilize office equipment and to write notes, treatment plan comments, track records, reports; and drive between all VCH locations; reliable transportation and care insurance as required by the state.

#### Mental Conditions:

- Possess the ability to independently reason logically to analyze data, reach conclusions and make recommendations; possess the ability to remain calm and appropriately focused in rapidly changing and difficult situations involving conflict, complex issues, controversy and diverse stakeholder groups and interests; possess the ability to deal calmly and effectively with emotional interactions.

#### Access to Protected Health Information:

- This position will require access to PHI in accordance with all state and federal laws.
- \*Disclaimer: This position description indicates in general terms the type and level of work performed and responsibilities held by the employee(s) occupying this position. Duties described are not to be interpreted as an exhaustive list of all responsibilities. Employee(s) will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

### SUPPORTING JOB RESPONSIBILITIES:

- Attend team meetings, team huddles, and assigned trainings.
- Other duties as assigned.

### POSITION REQUIREMENTS:

#### 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.