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| **Job Title:** | ***Nurse Practitioner*** | **Job Category:** | *Clinical* |
| **Department/Group:** | *Clinic* | **Pay Classification:** | *Exempt* |
| **Level/Salary Range:** | *$59.44-62.33* | **Position Reports to:** | *Director of Nursing/Medical Director/Health Commissioner* |
| **Civil Service Classification:** | *Unclassified* | **Position Type:** | *Part Time- Full time* |
| **Date Revised:** | *1/1/2019* |

**Role and Responsibilities**

Under general supervision, the Nurse Practitioner delivers direct hands on patient care to clinic patients and will coordinate various tests/procedures to assist in the diagnosing of patient’s condition, determining appropriate plan of care, and then implementing such plan of care. Position works collaboratively with clinic physician to deliver care to patients. Position is responsible appropriate documentation of patient records.

**Experience and Education Requirements**

Must have valid certification and registration from State Medical Board of Ohio as a nurse practitioner. Minimum of two (2) to three (3) years previous experience as a nurse practitioner in a clinical is preferred or equivalent in education and experience. Previous experience in public clinic setting is preferred.

Valid Ohio driver’s license and acceptable driving record is required.

**Public Health Competencies and Essential Duties**

**Analytical/Assessment Skills**

1. Identified quantitative and qualitative data and information
2. Applies ethical principles in accessing, collecting, analyzing, using, maintaining and disseminating data and information
3. Describes factors affecting the health of the community
4. Uses information technology in accessing, collecting, analyzing, and using data and information
5. Contributes to the assessment of community health

**Policy Development and Program Planning**

1. Contributes to the community health improvement plan
2. Contributes to development of program goals and objectives
3. Contributes to the organizational strategic plan
4. Identifies current trends affecting the health of the community
5. Implements policies and programs
6. Applies strategies for continuous quality improvement

**Communication Skills**

1. Communicates in writing and orally with linguistic and cultural proficiency
2. Suggest approaches for disseminating data and information to the public
3. Facilitates communication among individuals, groups and organizations

**Cultural Competency**

1. Describes the value of a diverse workforce
2. Addresses diversity of individuals and populations when implanting programs

**Community Dimensions of Practice Skills**

1. Suggests relationships that may improve the community health
2. Supports relationships that improve the community health

**Public Health Science Skills**

1. Describes laws, regulations, policies and procedures for ethical conduct of research

**Financial Planning and Management Skills**

1. Adheres to organizational policies and procedures
2. Operates within program budgets
3. Uses performance management system for program and individual improvements

**Leadership and System Thinking Skills**

1. Incorporates ethical standards of practice
2. Contributes to the vision for a healthy community
3. Participates in professional development opportunities

**Essential Duties**

1. Obtains comprehensive patient histories, performs physical examinations, including pelvic, rectal, and genital-urinary examinations when indicated.
2. Initiates request and/or performs routine laboratory, radiologic and diagnostic studies as indicated.
3. Assesses patients for development of treatment plans.
4. Implements treatment plans that have been reviewed and approved by the supervising physician.
5. Provides patient education.
6. Attends staff meetings and serves on temporary committees, as requested by Director of Nursing, Health Commissioner, or Clinic Physician, and is required to be punctual at such meetings.
7. Prepares and maintains appropriate records and accurately completes reports by required deadlines.
8. Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training.
9. Performs additional duties and assignments, as requested.
10. Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training.
11. Performs additional duties and assignments, as requested
12. Regular, punctual attendance

**Behavior Expectation**

Treats others with courtesy and respect in all interactions.

**Working Conditions**

Answers telephone calls and routinely uses standard office equipment such as computers, telephones, copier and fax machines, etc. Individual bends, reaches, pushes, and pulls file drawers to file information.

Vision abilities required are up close vision and the ability to adjust and focus.

Must be to lift and/or move up to 10 pounds, and frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.

**Additional Notes:**

Position is subject to a 180 probationary period as outlined in the TCHD policy manual.

Reviewed and Signed By:

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| **Employee Signature:** |  | **Date:** |  |
| **Health Commissioner Signature:** |  | **Date:** |  |