

LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.

JOB DESCRIPTION

TITLE: NURSE PRACTITIONER/PHYSICIAN ASSISTANT
DEPARTMENT: MEDICAL
SUPERVISOR: MEDICAL DIRECTOR
CLASSIFICATION: FULL TIME EXEMPT

POSITION SUMMARY:

The Nurse Practitioner/Physician Assistant is an independent direct health care provider working under supervision of a physician. This position exercises some independent medical judgment. The NP/PA may diagnose, initiate treatment and write prescriptions. Duties are those essentially performed by a physician.

ESSENTIAL JOB FUNCTIONS:

- Performs duties and functions under general supervision and responsibility of the Supervising Physician according to the “Delegation of Services Agreement between a Supervising Physician and a Nurse Practitioner/Physician Assistant”, signed by both the Nurse Practitioner/Physician Assistant and the Supervising Physician, as required by the CA Medical Board or Board of Registered Nursing.
- Provides direct patient care including obtaining patient medical and family history and performing comprehensive physical examinations.
- Assists physician in performing diagnostic and therapeutic procedures.
- Provides routine screening tests, such as vision and hearing.
- Orders laboratory tests, such as CBC's, urinalysis, etc. and if necessary performs CLIA exempted tests.
- Applies orthopedic devices and does simple casting.
- Repairs minor lacerations including suturing if necessary.
- Applies and changes dressings.
- Maintains communication with supervising physician, particularly if away from site.
- Plans, organizes and leads ongoing in-service training for the nursing staff.
- Assists in administrative tasks and performs other appropriate duties as assigned by the supervisory staff.
- Prepares required or otherwise requested monthly or yearly reports.
- Quality Assurance Responsibilities. Maintains legible and complete records.
- Keeps records current and updated for reviews, audits and contact purposes.
- Assists in compiling and writing reports.
- Maintains good working relationship with local, county, state, tribal and federal agencies.
- Attends all Department, Quality Assurance as well as other meetings as required or requested by the supervisory staff.
- Maintains a line of effective and continual communication with the supervising physician as outlined in the Nurse Practitioner/Physician Assistant/Physician Services Agreement agreed to by both the Nurse Practitioner/Physician Assistant and Supervising Physician as required by the CA Medical Board or Board of Registered Nursing.
- Keeps supervising physician apprised of those cases where the physician should interpret patient findings and data in making a diagnosis and initiating treatment as required by the Services Agreement.
- Evaluation Responsibilities. Maintains records according to IHS and LCTHC protocols.
- Assists in the identification of health trends and needs of the target client population.

EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

- Successful completion of a federally approved Physician Assistant program.
- Have a current CA licensure as Registered Nurse and Nurse Practitioner or Physician Assistant license and a current DEA registration.
- Prefer at least one-year experience working as a Family Practice Nurse Practitioner or Physician Assistant.
- BLS/ACLS certified.
- Knowledge of computer technical skills and relevant software applications.
- Knowledge of community health.
- Able to demonstrate knowledge of Indian culture.
- Ability to exercise independent patient care under supervision of the physician.
- Ability to work flexible hours.
- Ability to maintain a good working relationship with staff members.

- Must be able to maintain a professional and impartial relationship with patients.
- Must be able to maintain a high level of confidentiality in accordance with HIPPA regulations.
- High interpersonal skills necessary to work productively with patient’s families, other clinic staff and other health care providers in the community.
- Typical ability to remember amount and type of information necessary to complete job duties and follow policies and procedures.
- Typical ability to handle issues and make decisions under normal time pressures.

All LCTHC employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. **Sitting / Mobility:** Approximately 20% of time is spent working at a desk. **Balance of time (approximately 80%)** is spent moving around work areas. **Communication:** Ability to effectively communicate with co-workers, patients and members of outside agencies, in person, by telephone, and by email. **Vision:** Ability to view x-ray, medical records, effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. **Lifting / Carrying:** Ability to occasionally lift and/or move objects weighing up to 60 pounds. **Stooping / Kneeling:** Ability to provide patient care, access files/stock supplies in low cabinets and shelves. **Reaching / Handling:** Ability to use hands to finger, handle, or feel; reach with hands and arms, input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard medical instruments and equipment, including x-ray, office equipment, computer, telephone, calculator, copiers, and fax. Work is performed in a medical office/clinic environment; continuous contact with other staff and the public.

INDIAN PREFERENCE: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT: LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and the success of LCTHC. Employees who are under the influence compromise LCTHC’S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

HIPAA Health Insurance Portability and Accountability:

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.

I have read and understand all aspects of this job description

Employee Signature

Date

Supervisor/Dept. Manager

Date

HR Signature

Date