

## COMMUNITY HEALTH PARTNERS, INC.

*Community Health Partners (CHP) believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor CHP to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.*

Job Title: Mid-level Provider: Physician Assistant or Family Nurse Practitioner  
Position Status: Exempt  
Effective Date: 4/2019  
Reviewed By: Medical Director

### **JOB SUMMARY:**

Functions as a member of the primary health care team, under clinical supervision of the Medical Director and general supervision of the Clinic Director. Provides professional level of primary health care within their scope of practice.

### **ESSENTIAL FUNCTIONS:**

1. Works as a team member to provides patient care in the clinic setting with the primary role of assessment, diagnosis, and treatment according to scope of license. Incorporates principles of primary preventive care for individuals and families. Works collaboratively with team members such as nurse, MA, administrative generalist, resource coordinators, Behavioral Health Specialists etc. to enhance patient health education, provide information, teach, arrange referrals and/or encourage compliance, as appropriate.
2. Performs physical and psycho-social assessment, diagnosis and treatment based on established protocols. Assesses teaching opportunities and provides health education as an integral part of all patient interactions. Provides instruction and counseling to individuals, families and groups in the areas of health promotion and maintenance, involving such persons in planning their health care. Involves team members as appropriate to promote wellness and disease prevention.
3. Serves as a channel of communication among community, the clients, physicians, and local hospitals. Participates in a partnership between the local medical community and local agencies to identify health care delivery issues. Attends board meetings periodically as requested
4. Participates in quality assurance activities as directed. Works in collaboration with other health care team members and community agencies to provide appropriate, cohesive services to individuals and families.

5. Participates in problem solving and Clinical Quality Improvement (E2) and risk management activities by applying LEAN principles, engaging in Patient Centered Medical Homes and Meaningful Use recognition programs and working to implement patient centered communication skills.
6. Document all patient visits in the interest of the patient – primarily for the overall record of the development of a treatment plan. Documentation should be based on Medical Record and primary health care standards and be completed by the end of the sixth day after the visit.
7. Maintains appropriate clinical measures while caring for panel with an average of 16 visits per shift using a patient-centered, collaborative approach.
8. Maintains expertise in family practice through continuing education.
9. Further the mission of CHP through active support of the strategic goals.
10. Understands and adheres to HIPAA regulations.

#### **Additional Responsibilities:**

1. Work in the Physician Assistant/Nurse Practitioner role and to recognize when to refer clients to a physician or another health care provider.
2. Recognize and triage to local emergency department any life threatening conditions or those beyond the scope of the practitioner.
3. Conduct self in a professional manner and to manage conflict quickly, directly, and respectfully.
4. Participate in preceptor role for students doing clinical rotations at CHP.
5. Ability to report to work as scheduled and work a flexible schedule when needed which may include travel to other sites.

#### **Skills and Attitudes**

1. Experience working with limited resource population.
2. Ability to work with grace under pressure.
3. Ability to work in a team and to share responsibilities and duties.
4. Ability to resolve interpersonal conflict in a straightforward and timely manner.
5. Ability to set priorities, be organized, and be a self-starter.
6. Ability to be friendly, empathetic, and an adept communicator.
7. Ability to treat both staff and patients with respect.
8. Ability to navigate technology efficiently.
9. Ability to gracefully accept and respond to feedback.

## Essential Physical Requirements

	<b>Occasionally (1%-33% of day)</b>	<b>Frequently (34%-66% of day)</b>	<b>Continuously (67%-100% of day)</b>
Sitting		X	
Standing		X	
Walking		X	
Speaking/Hearing			X
Seeing/Ability to distinguish color			X
Hand/Wrist Work (ie. Keyboarding)			X
Pushing/Pulling	X		
Fine Manipulation		X	
Grasping		X	
Reaching		X	
Bend	X		
Kneel	X		
Squat	X		
Climb	X		
Lift 1-10 lbs	X		
Lift 11-20 lbs	X		
Lift 21-50 lbs	X		

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## Requirements/Qualifications

### Physician Assistants

1. Graduation from an accredited Physician Assistant Program
2. Board certification from the NCCPA
3. Unrestricted licensure in the State of Montana
4. Current supervising physician agreement with CHP physician

Nurse Practitioners

1. Bachelor of Science in Nursing from NLN accredited program and graduation from an accredited Family Nurse Practitioner program.
2. Licensed as a registered nurse and certified as a nurse practitioner in the State of Montana
3. Board certification from the AACN, AANP or ACNP

Or

4. Master of Science in Nursing and graduation from an accredited Family Nurse Practitioner Program
5. Licensed as a registered nurse and certified as a nurse practitioner in the State of Montana
6. Board certification from the AACN, AANP or ACNP

Both Providers

1. BLS certification

West Yellowstone Providers: ACLS, PALS certification

I have read the above job description and have had all my questions answered.

Name: \_\_\_\_\_ Date: \_\_\_\_\_