



NVIH POSITION DESCRIPTION

PEDIATRIC NURSE PRACTITIONER/PHYSICIAN ASSISTANT – CHILDREN’S HEALTH CENTER

REPORTS TO: CHC Medical Director or Medical Director

SUPERVISES: None

POSITION SUMMARY: Provides quality patient care under the direction of the physician in a clinic setting.

RESPONSIBILITIES:

1. Obtains a detailed history and performs physical examination on all patients.
2. Documents history, exam, and assessment in medical record appropriately.
3. Orders ancillary services such as X-ray, lab, pulmonary function tests, etc., interpreting and evaluating the results.
4. Consults and collaborates with other specialists and clinic staff as required.
5. Prescribes appropriate treatments following established clinic protocols.
6. Participates actively in the clinic Quality Assurance Program.
7. Assists in the development, implementation, and revision of advanced practice nurse protocols and standards of care.
8. Able to access 12-14 patients per shift (7-8 hour work day) under normal working conditions.

QUALIFICATIONS:

1. Current California licensure as Registered Nurse and Nurse Practitioner or Physician Assistant
2. Prefer DEA number registration.
3. Current BLS CPR Certification.
4. Reliable transportation
5. Prefer ACLS certification
6. Prefer Masters Degree in Nursing.
7. Excellent oral and written communication skills.
8. Works well with other health care professionals.
9. Maintains confidentiality of patient information in clinic and community setting.
10. Demonstrates knowledge and skill in age appropriate care, and uses growth and development knowledge to plan care for all age groups.
11. Motivated to improve patient care and the work place by participating in clinic meetings, committees, and community projects when appropriate.

All NVIH 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 NVIH’s policies and procedures as they may from time to time be updated.

Indian preference. Preference in filling vacancies will be given to qualified Indian applicants in accordance with Indian Preference Act (Title 25, U.S. Code Section 472 & 473). In other than the above, Northern Valley Indian Health, Inc., is an Equal Opportunity and At Will Employer.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or schedule form.

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

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, taste and smell. The employee occasionally must lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.

FLSA STATUS: Exempt

GRADE: FNP/PA

DATE OF LAST REVIEW / REVISION: 10/2012

ASSIGNED SITE: CHC

Employee Signature

Date