

# Job Description | **Nurse Practitioner / APRN**

|                      |                       |
|----------------------|-----------------------|
| Reports To           | Chief Medical Officer |
| Job Status           | Full Time             |
| FLSA Status          | Exempt                |
| Department           | Clinical              |
| Work Schedule        | Determined by Manager |
| Positions Supervised | None                  |
| Amount of Travel     | Limited               |

## **Position Overview**

The Nurse Practitioner provides medical care and treatment for patients in the clinic facilities and/or associated nursing homes. The scope of practice is determined by the New Hampshire Board of Nursing and the training and expertise of the individual practitioner.

## **Key Responsibilities**

- Obtains full and accurate patient histories and performs physical examinations
- Orders and interprets appropriate diagnostic and screening tests
- Formulates diagnoses and appropriate plans of care
- Complete and sign all documentation in an accurate and timely manner
- When necessary and appropriate, uses physician consultation to assist with diagnosis and/or management
- Collaborates with other health care professionals as needed to prepare a comprehensive plan of care
- Prescribes or recommends medications or other forms of treatment such as physical therapy, inhalation therapy, or other therapeutic interventions
- Refers patients to specialists, if necessary
- Documents pertinent information, including patient histories and physical examinations, assessments, interventions, and plans
- Regularly uses computer/EMR in clinical management of patients as well as intra-office communication and other office related activities
- Demonstrates the knowledge and skills, including the principles of growth and development over the lifespan, necessary to provide care appropriate for each patient's age specific needs such as those for infant, adolescent, and geriatric patients
- Must complete work within scope of practice for current licensure or certification
- Other duties, hours, and ACHS site placement may be assigned

## **Required Knowledge, Skills, and Abilities**

- Ability to:
  - o Accept responsibility and account for actions
  - o Perform work accurately and thoroughly
  - o Adapt to change in the workplace
  - o Communicate effectively with others using spoken and written words
  - o Bring about group solidarity to achieve a goal

- o Make critical decisions to solve a problem or reach a goal while following company procedures
- o Organize well and follow a systematic method of performing a task
- o Find a solution for or deal proactively with work-related problems
- o Utilize available time to organize and complete work within given deadlines
- o Comprehend and use ACHS computer software
- Demonstrate good knowledge of agency-wide policies and procedures.
- Understand and effectively use the ACHS Electronic Medical System.
- Endorsement and knowledge of the care model.
- Knowledge of medical procedures and working with medical team to deliver comprehensive care.

### **Experience & Education Requirements**

- 1 - 2 years of related experience and/or training or equivalent combination of education and experience
- Master's degree

### **Certificates and License Requirements**

- Licensure as an APRN with the State of New Hampshire
- Current BLS Certification

### **Work Environment**

This role operates in a professional clinical environment. This role will constantly interact with other people and routinely need to handle several responsibilities at once. The role consistently uses standard clinical tools and supplies (i.e. stethoscope, blood pressure meters, hemoglobin machines, autoclave, syringes, vaccines, glucometers, ear scopes, etc). The role routinely uses standard office equipment such as computer, phone, photocopiers, scanners, and fax machines.

### **Physical Demands**

Employee is regularly required to see, talk, hear, and speak. A great deal of the professional day is spent walking, standing, moving, and manipulating equipment, as well as lifting and moving objects, equipment and supplies. The employee frequently is required to use hands to palpate, handle or feel, reach with hands and arms, and repetitive keyboard motions. In the performance of certain patient care tasks, the employee may be expected to have sufficient manual dexterity in order to safely perform various skills and techniques. The employee is required to sit and stoop, kneel, or crouch. Specific vision abilities required include close vision, distance vision, ability to adjust focus, and peripheral vision. It is anticipated lifting 20 - 25 pounds on any given day. Lifting up to 50 pounds may occasionally be required, depending on the type of care provided.

### **Compliance Requirements**

This role requires compliance with ACHS's compliance standards, including its Standards of Conduct, Compliance Program, and policies and procedures. Such compliance will be an element considered as part of regular performance evaluations.

### **Other Organizational Requirements**

This role should demonstrate strong oral and written communication skills, including the ability to provide customer service and conflict resolution in a courteous, professional manner. Employee must be organized, self-motivated, and can perform many office tasks.

Employee must be able to relate to other people beyond giving and receiving instructions. They must:

- Use professional decorum when representing the organization and working with co-workers, peers, patients and their family members.

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- The ACHS Human Resources office has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.**

Date

Date

Date

