

York County Community Action Corp.

Nasson Health Care

Nurse Practitioner

Job Description

REPORTS TO: Medical Director [for clinical issues]
Director of Health Services [for administrative issues]

STATUS: Exempt; Full time

PAY GRADE: Unclassified

PURPOSE:

The nurse practitioner works collaboratively with a team of health professionals to provide comprehensive primary care to patients while utilizing the Patient-Centered Medical Home model of care delivery.

RESPONSIBILITIES:

1. Provides direct clinical services in accordance with the highest standards of medical and nursing practice and in full accordance with health center policies and protocols.
2. Collaborates with members of the practice team to manage the care of patients with high-risk and complex conditions; embraces and carries out elements of the integrated care model adopted by YCCAC/Nasson.
3. Assures access for continuity of care through appropriate referrals for sub-specialty and inpatient services and prompt follow-up of patients discharged from inpatient settings.
4. Engages population health strategies to identify and address health needs among various segments of the primary care patient panel.
5. Completes charting after each visit and assures that patients receive accurate visit summaries at check-out.
6. Makes optimal use of the electronic medical record system; assures clear communication with other providers serving the same patient, accurate submission of diagnostic and procedural information for billing and reporting purposes and consistent capture of structured data to support panel management and quality assurance efforts.
7. Fully embraces and carries out all applicable NCQA Patient Centered Medical Home standards and Federally Qualified Health Center requirements.
8. Collaborates with other members of the practice team to prepare for patients' office visits and assure that all indicated services are planned and delivered.
9. Actively engages in ongoing provider panel management activities; routinely scans patient records for gaps in care and takes steps to assure that appointments are scheduled and all indicated services are delivered.
10. Actively participates in quality assurance and improvement activities.
11. Consistently achieves productivity targets.
12. Maintains licensure and participates in continuing educational activities sufficient to maintain required breadth of knowledge regarding the current standard of practice for adult, pediatric or family medicine, and specifically for the populations served by YCCAC/Nasson.

13. Complies with all applicable federal, state, local and YCCAC/Nasson statutes, regulations, rules, protocols and procedures governing the practice of medicine and the clinical provision of primary care services, personnel issues, work place safety, public health and confidentiality.
14. Displays a professional manner and image when representing YCCAC/Nasson to patients, professional colleagues and the community.
15. Demonstrates the ability to prioritize and perform multiple functions.
16. Performs other duties as assigned, or as necessary to fulfill the position.

QUALIFICATIONS:

1. Master’s degree in nursing.
2. Unrestricted Maine license to practice as an adult, family or pediatric nurse practitioner.
3. U.S. Drug Enforcement Agency license
4. Minimum of three years’ experience in a primary care medical practice.
5. Proficiency in the use of at least one Meaningful Use-certified electronic medical record system and basic Microsoft applications.
6. Ability to apply critical thinking skills in performing patient assessment and care.
7. Demonstrated respect for cultural diversity in serving patients and families and in collaborating with other members of the practice team.
8. Working knowledge of the core concepts of:
 - a. Evidence-based practice
 - b. Social and behavioral determinants of health
 - c. Population-based care
 - d. Integration of medical, behavioral health and dental care
 - e. Meaningful Use of health information technology
9. Willingness to work some non-traditional hours, e.g. evenings and weekends, and coordinate time off with other program staff.
10. Ability to travel between YCCAC/Nasson’ clinical sites.

Qualifications and responsibilities are essential functions of the job. Essential functions (EF) are the work tasks that employers do not have to change when making reasonable accommodations.

Responsibility for Safety and Health:

1. Follow established standard and safety precautions in the performance of all duties.
2. Report to the Operations Manager any hazardous condition or equipment immediately.
3. Attend required safety trainings.

Physical Requirement:

Physical Essential Functions of the position

Bending	F	Sitting	F	N (Not applicable)
Carrying	O	Standing	F	O (Occasionally) on/off up to 3 hrs. per day
Driving	O	Talking	F	F (Frequently) on/off up to 6 hrs. per day
Handling	O	Walking	F	C (Constantly) all the time, over 6 hrs. per day

Hearing	F	<u>Lift/Carry</u>	
Keyboarding	F	20 lbs or less	O
Kneeling	O	<u>Push/Pull</u>	
Reaching	F	12 lbs or less	O

No job description can define completely all aspects of a particular position. This job description in no way states or implies that these are the only duties that you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of NURSE PRACTITIONER and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I further understand that my employment is at-will. I understand that my employment may be terminated at-will by the facility or myself with or without notice. I further understand that should I desire to resign, an eight (8) week notice is necessary, and that failure to work through that notice would lead to a loss of eligibility for rehire at York County Community Action Corporation.

Employee (print) name: _____

Employee Signature: _____ Date: _____