



JOB TITLE: NURSE PRACTITIONER

REPORTS TO: Medical Director

DATED: Revised June 2019

SALARY: DOE, Exempt

POSITION SUMMARY:

Responsible for ensuring that quality primary health care services are delivered and documented in accordance with KCHC policies and procedures, state and federal regulations, and professional standards of practice as detailed in the employment agreement.

ESSENTIAL JOB FUNCTIONS:

A. JOB DUTIES

1. Fulfills the duties and responsibilities of a medical provider by delivering clinical care to health center patients in accordance with current standards of care, KCHC policies and procedures, and as detailed in the employment agreement.
2. Maintains current knowledge and abides by all applicable State, Federal, and local laws and regulations governing the practice of a Physician Assistant in the State of Alaska.
3. Maintains current, accurate, and legible documentation for all patient visits in the patients' medical record.
4. Cooperates with the Medical Director and the Clinical Director to facilitate regular chart reviews and quality assurance activities.
5. Participates in patient education and health promotion efforts to help increase community awareness of the health center's services and healthy lifestyles and activities.
6. Functions efficiently as a member of the KCHC healthcare provider team, willing to adjust work schedules to accommodate KCHC's business needs, and to facilitate other providers schedule requests.
7. Other duties as assigned by the Medical Director

B. ESSENTIAL JOB FUNCTIONS

1. Provides care to patients as allowed under Alaska law and within the scope and practice of KCHC.
2. Provides appropriate care to patients, abiding by standards of care and KCHC Clinical Protocols.
3. Actively acquires medical knowledge and skills in areas pertinent to our patient population, including attending CME opportunities directly related to KCHC clinical practices.
4. Maintains knowledge of current professional standards of assessment and treatment.
5. Maintains knowledge of and adherence to mandated ethical standards of professional behavior.
6. Obtains appropriate consultation and supervision of procedures for patient care.
7. Works cooperatively and positively with all internal staff and ancillary agencies.

8. Completes required documentation of services in a timely manner.
9. Participates in ongoing community education, including but not limited to newspaper articles, presentations panel discussions, and public service announcements.
10. Attends weekly provider meetings when available.
11. Participates in peer review processes.
12. Participates in group processes as determined by Medical Director.
13. Performs chart review as directed by Medical Director.
14. Actively corrects any quality deficits found on Quality Improvement reviews.
15. Other related duties as assigned by the Medical Director.

C. MISSION STATEMENT

We exist to provide compassionate and comprehensive primary care to the entire Kodiak Community.

D. VISION STATEMENT

Working together to achieve ultimate health and well-being.

E. EMPLOYEE CORE VALUES

Personal Accountability

You can expect that I will:

- i. Strive to do my best and ensure that my behaviors positively impact team success
- ii. Take responsibility for my own actions
- iii. Operate triangulation free, as differences arise I will talk to the person in the situation before involving others

Respect and Compassion

You can expect that I will:

- i. Honor and respect all cultures
- ii. Not make assumptions or jump to conclusions. I will first ask “What don’t I know”
- iii. Listen in order to learn before reacting
- iv. Always give my peers the “benefit of doubt”.

Collaboration and Communication

You can expect that I will:

- i. Use appropriate words, tone and body language at all times
- ii. Actively go out of my way to help my teammates, I will set them up for success
- iii. Deliver and receive feedback constructively, understanding it is intended as an opportunity for improvement
- iv. Demonstrate kindness at all times

I will go above and beyond for my team!

F. PATIENT SERVICE STANDARDS

Personal Accountability

You can expect that I will:

- i. Empathize and seek solutions, never blame
- ii. Ensure patient concerns are addressed in a timely manner
- iii. Make patient safety my priority

Respect and Compassion

You can expect that I will:

- i. Demonstrate kindness at all times
- ii. Honor & respect all cultures
- iii. Treat patients as people not illnesses
- iv. Acknowledge and greet every patient appropriately

Collaboration and Communication

You can expect that I will:

- i. Use appropriate words, tone and body language at all times
- ii. Listen to patient concerns and seek to understand their experience
- iii. Thank patients for informing us of their concerns and for the opportunity to improve

I will go above and beyond to provide you care!

G. ESSENTIAL JOB QUALIFICATIONS

(Any equivalent combination of knowledge, skills, abilities, education, and experience)

1. **Education:** Master of Science in Nursing (MSN) or Doctor of Nursing Practice (DNP) from an accredited university.
2. **Experience:** A minimum of one year experience providing direct patient care is required.
3. **Licensure/Certification:** Must have and maintain a current license as a Nurse Practitioner in the state of Alaska and National Board Certification as a Nurse Practitioner. Must possess current BLS certification upon hire or obtain one within 6 months of date of hire.
4. **Other Qualifications:** Effective communication skills, written and verbal, are required. Must be capable of establishing and maintaining a good working relationship with health center management and other members of the health care team.
5. **Attendance:** Regular attendance is expected and required of this position.
6. **English Language:** Must be able to read, write, and speak English.

IN AN 8 HOUR WORKDAY, THIS JOB REQUIRES:

N = NEVER	(0 hours per day)
R = RARELY	(less than 1/2 hours per day)
O = OCCASIONALLY	(1/2 to 2.5 hours per day)
F = FREQUENTLY	(2.5 to 5.5 hours per day)
C = CONTINUALLY	(5.5 to 8 hours per day)

**WORKING
CONDITIONS/ENVIRONMENT**

I. LIFTING/CARRYING (Amount of force exerted to lift and/or carry)	
1 - 10 lbs.	F
11 - 20 lbs.	R
21 - 35 lbs.	R
36 - 50 lbs.	N
51 - 75 lbs.	N
76 - 100 lbs.	N

II. PUSHING/PULLING (Amount of force exerted to push and/or pull)	
1 - 10 lbs.	F
11 - 20 lbs.	R
21 - 35 lbs.	N
36 - 50 lbs.	N
51 - 75 lbs.	N
76 - 100 lbs.	N

III. POSTURES/MOVEMENTS	
Sitting	C
Standing	O
Walking	O
Stooping, kneeling, crouching and/or crawling	R
Reaching and /or grasping	O
Hand/finger dexterity	C
Climbing and/or balancing	N
Carrying, pushing and/or pulling	R

IV. COGNITIVE/SENSITIVE	
Talking	C
Hearing	C
Sight (Addendum: acuity, color blindness)	C
Smelling/tasting	R

OCCUPATIONAL ASPECTS

A. WORK ENVIRONMENT	
Working Inside	C
Working Outside	N
Changing Temperatures	N
Wet/Humid Conditions	N
Areas of dust, odors, mist, gases or other airborne matter	N
Mechanical, electrical and/or other hazards	N
Confined Spaces	N

B. OTHER ASPECTS	
Infectious Agents	O
Chemicals	R

C. Special Equipment/Clothing	
Special Equipment or Clothing	O

The above is intended to describe the general content of, and requirements for, the performance of this job. It is not intended to be construed as an exhaustive statement of duties, responsibilities or requirements

This Job Description reflects Kodiak Community Health Center’s best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Printed Name: _____ Date: _____

Employee Signature: _____