

Job Title/Position: *Nurse Practitioner*

Reports To: *Medical Director, Director of Services/C.O.O.*

JOB DESCRIPTION SUMMARY

The Nurse Practitioner is an advanced practice registered nurse (APRN) with advanced graduate education and clinical training who provides comprehensive health care services in compliance with the state Nurse Practice Act under the supervision of a collaborating physician. He/She provides support and care with other providers within Silverton Community Care. He/She will provide comprehensive care through the evaluation and assessment of health history, health promotion, diagnosing medical conditions, management of health problems by directing and developing the plan of care, chronic care management and care plans, prescribing medications or treatments. He/She will coordinate and collaborate with patients, families, facilities, medical assistants and other healthcare practitioners. He/She will visit patients and complete physical assessments as assigned in consultation with the primary care team. The Nurse Practitioner builds from the resources of the community to plan and direct services to meet the needs of individuals and families within their homes and communities. He/She will use the following in everyday workflow and is responsible to answer, and follow up on all patients and company items that are addressed to them by email and NextGen (EHR) by end day. He/She will engage and learn how to use the NextGen system, and other company systems and is to comply with the processes put forth by the services/operations director.

ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES

Patient Care

1. Provides medical care in compliance with the state Nurse Practitioner Act under the supervision of a collaborating physician.
2. Completes history and physical examinations, by evaluating the patient's medical condition and health history, ordering and interpreting results from laboratory and diagnostic tests or procedures, diagnosing health conditions and documents the findings in the patient's medical record.
3. Manages health conditions by developing an individualized plan of care, CCM, prescribing medications and/or treatments, obtaining consultations or making referrals and coordinating health care services.
4. Reviews clinical information. Coordinates and oversees patient care in consultation with the primary care team and other healthcare practitioners.
5. Assures that the patient receives appropriate measures to control symptoms, through collaboration with the primary care team members.

6. Reviews and develops protocols for treatment and proposes options for interventions based on the literature in collaboration with the collaborating physician.
7. Consults the collaboration physician when the patients' plan of care is outside standardized practice and protocols.
8. Promotes health by ordering screenings and prescribing preventive therapies.

Communication

1. Communicates and collaborates with other health care practitioners to create, review and revise the patient's plan of care.
2. Consults with the attending physician, primary care team and other healthcare practitioners regarding the patient's current condition, ongoing care needs and medical management as needed.
3. Communicates with facilities and other community health care professionals and practitioners to coordinate the plan of care.
4. Attends and participates in care management meetings as needed.
5. Completes, maintains and submits accurate and relevant clinical notes, physical examination notes, assessment visit notes, medical orders, collaboration notes and other documentation in the medical record. Documentation must be completed in 48 hours post patient visit.
6. Educates/counsels' patients, families, and/or caregivers as to preventative care, medical problems, psychological problems, and spiritual problems in conjunction with the primary care team to meet the total needs of patients.
7. Provides and maintains a safe environment for the patient.
8. Assists the patients and family/caregiver and other team members in providing continuity of care.
9. Works in cooperation with the family/caregiver and other health care practitioners to identify and meet the care needs of the patient and family/caregiver.
10. Serves as a nursing resource for consultation and education in the community.
11. Communicates regularly with the team including medical assistants, office staff, and caregivers with facilities and home health agencies.
12. Establishes, builds and nurtures relationships with staff and community referral sources to facilitate program growth.

Additional Duties

1. Maintains knowledge of and compliance with current Medicare/Medicaid, state/federal rules and regulations for home care.
2. Ensures compliance with the Medicare conditions of participation and other state regulations
3. Complies with all health insurance Portability and Accountability Act (HIPAA) requirements in accordance with federal, state and organizational policies.
4. Participates in organizational monitoring of the quality of medical services and quality improvement initiatives.
5. Assumes responsibility for personal growth. Develops, maintains and upgrades professional knowledge and practice skills through attendance at seminars, conferences and participation in continuing education and in-service classes.
6. Fulfills the obligation of requested and/or accepted assignments.
7. Attends all mandatory meetings set forth by the services/operations director.

Operations: NextGen, Email and Billing

1. Responsibility to engage and learn how to use the NextGen system, and other company systems. The NP is to comply with the processes put for by the services/operations director.
2. Responsible for checking NextGen regularly and completing tasks that are assigned to the NP in a timely manner.
3. Communications through email are to be part of the everyday workflow. Emails must be checked regularly and responded to, with communication back to the sender to ensure that patient needs and company needs are met and understood.
4. Clinical documentation will need to be completed in 48 hours post patient visit.
5. Nurse Practitioner to designate a proxy with the state for DOPL and/or is checking DOPL and pulling reports monthly.
6. Assumes responsibility to learn the billing codes. Ensures coding is done accurately to the best of their ability and is engaging with the team on how to better maximize billing when charting.
7. Responsible for refilling medications in a timely manner

Position Qualifications

- 4. Graduation from an accredited School of Nursing and accredited Nurse Practitioner Program.
- 5. Current APRN licensure in State and BLS certification.
- 6. Master’s degree with a minimum of (1) year Nurse Practitioner experience.
- 8. Accreditation from an approved certifying body for advanced practice nursing as required by State.
- 9. Certification in a specialist area preferred; (e.g. Adult, Acute Care, Oncology, Pediatrics or Geriatrics)
- 10. Excellent observation, verbal and written communication skills, problem solving skills, mathematical skills; nursing skills per competency checklist.
- 11. Prolonged or considerable walking or standing. Able to lift, position and/or transfer patients. Able to lift supplies and equipment. Considerable reaching, stooping, bending, kneeling and/or crouching. Visual acuity and hearing to perform required nursing skills.
- 12. Must be a licensed driver with an automobile that is insured in accordance with state/or organization requirements and is in good working order.

Employee Signature Date

Medical Director Signature Date

Director of Services/Operations Signature Date

Silverton Group Managing Partner
Signature Date