



MLK, Jr. Family Clinic

**POSITION DESCRIPTION**

<b>TITLE:</b> <b>NURSE PRACTITIONER OR APN</b>	<b>REPORTS TO:</b> Medical Director or Staff Physician
<b>DEPARTMENT:</b> Medical	<b>FLSA Classification:</b> Full-Time, Exempt (salaried)
<b>ADA Class:</b> Negotiable	<b>Exposure Control Category:</b> Level I (High Risk)
<b>Last revised date:</b> 6/2004	<b>Approved by:</b> CEO

**EDUCATIONAL REQUIREMENTS**

<b>MINIMUM REQUIREMENTS:</b> Graduate of acceptable Type A NP program, recognized by Board of Medicine, State Medical Society & American Medical Association Licensed to practice as a Registered Nurse; TX NP license Read/Write/Speak English, Spanish a plus; High school level math, computer usage, CPR Certificate, BLS Certificate
<b>MINIMUM ADA REQUIREMENTS:</b> Sit/Stand/Walk for long periods; Push, Pull, Lift, Carry 40+ pounds

**CLINICAL COMPETENCY SKILLS TO PERFORM**

**LIFE CYCLES:** FNP (ages 0 – 100+); OB/GYN NP (females only, age 9 – 100+)  
Adult NP (ages 14 – 100+)

<b>Minimum encounters:</b> average 20 per day or minimum 400 per month	
Plan of Care: Complete medical history; Medical examination Diagnosis; Treatment and/or referral	Management of Patient Requests & Complaints
Blood Sample Collection	Medical Record Documentation
Body Fluid Sample Collection	Patient Appointment Scheduling
CPR	Patient Education
Chart Organization, Retrieval, Filing	Primary Care according to specialty
Crash Cart	Phone Calls, Customer Service
Patient physical exam	Preventive health education
EKG (ECG)	Referrals to specialist if necessary
Maintain clinical record & reports	Hospitalization if necessary
Injections	Vital Signs (height, weight, blood pressure)
Inventory of Medications	Confer with medical and dental providers on patient conditions
Supervise medical assistants, LVNs, LPNs if needed	Triage patients for urgent or emergency care
Department strategic planning	Clinical protocols
Grant application submissions	Diagnosis and level of service coding
Nutritional health education	Laboratory & radiology testing
Collaboration with other department staff	Department budget management



MLK, Jr. Family Clinic

**POSITION DESCRIPTION**

Equipment & supply ordering & inventory	Refer to dental department for exam
Serve as after-hours physician on-call when necessary	Complete encounter forms on each patient
Prescribe appropriate medications	Serve as preceptor when necessary

**PATIENT / CLIENT RELATIONS**

- Greet patients/clients, answer telephone calls, take messages and return patient/client calls
- Maintain courteous and professional manner
- Participate as a volunteer in at least 3 (weekend) health fairs and fundraising activities each year. Participate in all on-site (week day) schedule outreach

**HIPAA/OIG COMPLIANCE**

- Maintain patient privacy and confidentiality according to HIPAA / OIG Requirements
- Comply with HIPAA Compliance program

**CORPORATE COMPLIANCE**

- Participate in a minimum of two compliance teams
- Comply with complete Corporate Compliance program

**ADMINISTRATIVE DUTIES**

- Schedule appointments and/or follow-up appointments.
- Prepare medical charts; File/retrieve medical charts.
- Collect necessary data for administrative reporting
- Comply with Administrative and Personnel Policies & Procedures

**OTHER DUTIES**

- Perform other clinical and/or administrative duties as assigned by supervisor or management, within the scope of employee's training and skill level.
- Maintain current requirements for certification and/or licensure.

**EMPLOYEE ACKNOWLEDGEMENT**

I have received a copy of this position description and understand its contents and my general responsibilities.

\_\_\_\_\_  
Employee Name Printed

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date