

ROSEBUD HEALTH CARE CENTER  
POSITION DESCRIPTION/ANNUAL EVALUATION

|                                   |                                   |            |
|-----------------------------------|-----------------------------------|------------|
| Department Name/Number            | Position Title                    | Reports To |
| Clinic                            | <b>Nurse Practitioner</b>         | CEO        |
| <b>Effective Date:</b> April 2019 | <b>Supervisor Signature/Date:</b> |            |
| Position Grade:                   | Administration Signature/Date:    |            |
| Status: Exempt                    | Human Resources Signature/Date:   |            |

|   |
|---|
| Employee Name:  |
| Hire Date: _____ Evaluation Due in Human Resources on: _____    |
| Reason for Evaluation: 6 Month _____ Annual _____ Special _____ |

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements list must be representative of the knowledge, skills, minimum education, training, licensure, experience, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**POSITION SUMMARY STATEMENT:** In this position, the Nurse Practitioner provides independent and advanced professional nursing care through assessment, planning, intervention and evaluation to patients of all ages and with a variety of acute and chronic health needs.

The work week of the hospital-based NP may include weekends, nights, or early morning hospital rounds to visit patients. These workers also may be on call.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Function independently to provide high quality patient care in a way that is collaborative and patient centric. Care may occur in a variety of settings and by different modalities, including direct interaction with patients in the hospital and/or clinic, but also via telephone, video, or secure email when appropriate. Care will include where appropriate gathering of history from the patient and others, physical exam, review of prior records, and review of ancillary data, using sound judgement, critical problem-solving skills, and up to date medical information. Develops and monitors appropriate treatment plans, communicates effectively with the patient, family when appropriate, and care team.
2. Provides efficient and compassionate care for both the patient and their family utilizing multi-disciplinary approach through communication, continuity, coordination and evaluation. Provides relevant education and counseling to patients and families to support care plan, treatment, and discharge.
3. Collaborates with other healthcare team members, leadership, and medical staff to provide safe patient care. Communicates pertinent findings and information to physician and team.
4. Assists collaborating physicians with management of patients in the hospital consistent with care site policies, regulations, and approved Scope of Practice.

5. Responsible for compliance of regulatory standards and practice metrics. Documents in accordance with regulatory and care site guidelines.
6. Promotes mission, vision, and values of Rosebud Health Care Center, and abides by service behavior standards.
7. May be required to be placed on-call during a regularly scheduled shift.
8. Regular attendance to perform work on site during regularly scheduled business hours or scheduled shifts is required.
9. Ability to work nights and/or weekends is required.
10. Performs other duties as assigned.

The employee will demonstrate the ability to: manage time, maintain a safe and clean environment, practice confidentiality, treat all persons with respect and professional courtesy, accept change, support the mission and vision of Rosebud Health Care Center (RHCC), accept and provide constructive feedback, be a team player, and adhere to the infection control, fire and safety, disaster and hazardous waste policies. The employee must also demonstrate the competencies for the position and adhere to policies and procedures for their department.

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in accordance with regulatory, legal, and organizational policies and procedures.

**Education, Experience and Licensure/Certification Requirements:** Requirements are representative of the minimum level of knowledge, skills and/or abilities necessary to perform the essential functions of the position.

#### **Training and Qualifications to be a Physician Assistant - Licensing and Credentialing**

1. Graduation from an accredited School of Nursing is required.
2. Master's degree in Nursing with an emphasis as a Clinical Nurse Specialist or a Family Nurse Practitioner.
3. Current MT Nurse Practitioner licensure.
4. Current MT Registered Nurse license.
5. Current BLS certification.
6. Valid DEA.
7. Minimum of two years' experience in a specialty field.
8. Ability to obtain certification in specialty field within two years of hire.
9. Ability to communicate effectively and diplomatically within a multi-functional team.
10. Strong organizational skills and attention to detail..
11. Ability to successfully function in a fast paced, service oriented environment
12. Experience in understanding and usage of computers, including the Microsoft Office suite, as well as the ability to learn applications relevant to the position

**Reporting Relationship:** CEO

**Employees Supervised:** None

**Physical Demands**

Checked are the physical requirements that apply to this position

- Sedentary-Primarily sitting/lifting 10 lbs maximum
- Light-Lifting 20 lbs maximum with frequent lifting/carrying up to 10 lbs
- Medium-Lifting 50 lbs maximum with frequent lifting/carrying up to 20 lbs
- Heavy-Lifting 100 lbs maximum with frequent lifting/carrying up to 50 lbs
- Very Heavy-Lifting objects over 100 lbs with frequent lifting/carrying up to 50 lbs

Checked are the appropriate factors for this position

Occasionally 0-33% of the work shift      Frequently 34-66% of the work shift  
 Constantly 67-100% of the work shift      N/A      Not Applicable for this position

**Physical Factors**

|                   | N/A                      | Occasionally                        | Frequently                          | Constantly                          |
|-------------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Standing          | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Walking           | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Sitting           | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Pushing (wt 50+)  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Pulling (wt 50+)  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Stooping          | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Kneeling          | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Crouching         | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Reaching          | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Filing            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Typing (Computer) | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Copying           | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Talking           | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Hearing           | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Visual Acuity     | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Driving           | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |

**Environmental Factors**

|                     |                                     |                                     |                                     |                          |
|---------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| Exposure to Weather | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |
| Extreme Heat        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |
| Extreme Cold        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |
| Noise               | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Dust, Vapors, Fumes | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Odors               | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

**Bloodborne Pathogens** Checked is the appropriate category for position

- Category I - Job classification in which tasks involve exposure to blood, body fluids or tissue
- Category II - Job classification in which tasks involve no exposure to blood, body fluids or tissue but employment may require performing unplanned Category I tasks
- Category III - Job classification in which tasks involve no exposure to blood, body fluids or tissues and Category tasks are not a condition of employment

**Protective Equipment** Checked is the equipment that may be required to be worn in this position

- Not Applicable
- Hearing Protection     Gloves     Goggles     Safety Glasses     Face Shields
- Face Masks-Surgical, N95, Respirator     Moisture Resistant-Gown/Lab Coat

**I have read and understand the above job description. I hereby certify that I am qualified and able to perform all the above functions, duties and physical demands. I will perform this job to the best of my ability.**

Name \_\_\_\_\_

Date \_\_\_\_\_