



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

PO BOX 768 • PORTERVILLE, CALIFORNIA 93258

PHONE: (559) 784-2316 • FAX: (559) 791-2585

POSITION DESCRIPTION
FAMILY NURSE PRACTITIONER (FNP)

Reports To: Medical Director
FLSA Status: Full-Time, Exempt
Hours Needed: Monday – Friday 8:00am – 5:00pm
(Flexible Hours when needed)

Prepared By: Human Resources
Salary Grade: \$90,446.00 D.O.E.
Approval Date: 12/27/2011

POSITION SUMMARY:

Under the direction of the Medical Director and in coordination with other health care providers, the Family Nurse Practitioner (FNP) functions as a clinical healthcare provider for the examination, diagnosis, and medical prevention/treatment/education for a full range of patients at TRIHCI. The FNP must be able to communicate well and be able to establish rapport with patient and their families. He/she must be sensitive to the needs of the Indian community; its cultures, traditions, behavior patterns, and background. The FNP must be familiar with the goals and objectives of TRIHCI; maintain genuine enthusiasm for the success of TRIHCI's health programs; and consequently exercises a strong sense of stewardship in developing and maintaining community relations, by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs physical examinations and preventive health measures within prescribed guidelines and instructions of Physician.
2. Orders, interprets, and evaluates diagnostic tests to identify and assess patient's clinical problems and health care needs.
3. Records physical findings, and formulates plan and prognosis, based on patient's condition.
4. Discusses case with Physician and other health professionals to prepare comprehensive patient care plan.
5. Submits health care plan and goals of individual patients for periodic review and evaluation by Physician.
6. Prescribes or recommends drugs or other forms of treatment such as physical therapy, inhalation therapy, or related therapeutic procedures.
7. Refers patients to Physician for consultation or to specialized health resources for treatment.
8. Prepare, maintain, and update physical and electronic medical records in accordance with sound medical practice guidelines and organizational need.
9. Recognize and evaluate situations which call for immediate attention of the physician and, when necessary, initiate treatment procedures essential for the life of the patient.

10. Coordinate patient referrals for specialty health care, including coordination with TRIHCI's Contract Health Services department and available telemedicine programs.
11. Collaborate with Clinic Physicians on the development, updating, and implementation of FNP protocols and other necessary medical protocols in accordance with governing regulations and standards.
12. Assist Clinic Physicians in the coordination of hospital admissions, the development of treatment plans, and other dimensions of treatment and education.
13. Consult with other medical, mid-level, and nursing providers to ensure effective case management and to address complex or difficult patient issues.
14. Coordinate, supervise, perform, and/or review routine lab work and therapeutic procedures including injections, immunizations, debridement, suture and care of superficial wounds, and other procedures.
15. Contribute to the evaluation of clinic programs and quality improvement through participation, development, and implementation of quality improvement initiatives.
16. Attend and contribute to all required meetings/consultations including general and medical staff meetings, and all specialized committee meetings (e.g. Diabetes Care, CHS Clinical Review, GPRA, etc.).
17. Perform general medical or administrative duties, within the appropriate scope of work, as needed and assigned.
18. All other duties assigned.

QUALIFICATIONS:

1. Must possess broad competency with medical and nursing skills and knowledge, and be able to effectively apply them in an ambulatory outpatient setting.
2. Must possess or be able to obtain specific regulatory knowledge as it pertains to Indian health from entities such as IHS, CRIHB, IHP, and the State of California.
3. Must have good communication skills, be able to effectively communicate with diverse populations, and be willing to convey responsibilities to patients.
4. Must possess basic computer and database software operation knowledge, and demonstrate a working knowledge of routine office hardware and equipment (e.g. printers, copiers, fax machines, etc.).
5. Must demonstrate the competency and integrity to maintain the confidentiality of organizational, employee, and client records.
6. Must be able to prepare, maintain, and update physical and electronic medical records in accordance with sound medical practice guidelines and organizational need.
7. Must be able to recognize and evaluate situations which call for immediate attention of the physician and, when necessary, initiate treatment procedures essential for the life of the patient.
8. Must be able to coordinate patient referrals for specialty health care, including coordination with TRIHCI's.
9. Contract Health Services department and available telemedicine programs.

10. Must be able to collaborate with Clinic Physicians on the development, updating, and implementation of FNP protocols and other necessary medical protocols in accordance with governing regulations and standards.
11. Must be able to assist Clinic Physicians in the coordination of hospital admissions, the development of treatment plans, and other dimensions of treatment and education.
12. Must be able to consult with other medical, mid-level, and nursing providers to ensure effective case management and to address complex or difficult patient issues.
13. Must be able to coordinate, supervise, perform, and/or review routine lab work and therapeutic procedures including injections, immunizations, debridement, suture and care of superficial wounds, and other procedures.
14. Must be able to contribute to the evaluation of clinic programs and quality improvement through participation, development, and implementation of quality improvement initiatives.
15. Must be able to attend and contribute to all required meetings/consultations including general and medical staff meetings, and all specialized committee meetings (e.g. Diabetes Care, CHS Clinical Review, GPRA, etc.).
16. Must be able to perform general medical or administrative duties, within the appropriate scope of work, as needed and assigned.
17. Must possess a Valid California Drivers License and be insurable with the Tule River Indian Health Center Inc. insurance agency.
18. Must pass pre-employment drug & alcohol test.
19. Must pass pre-employment physical.
20. Must pass background check.
21. Must provide an updated DMV printout upon hire.
22. Must have a working home/cell phone for immediate contact.
23. Must maintain a professional appearance and attitude.
24. Must maintain absolute confidentiality regarding patients per HIPAA and TRIHCI policies.
25. Must be able to multitask.
26. Must have good communication skills and be able to effectively communicate with diverse populations.
27. Must demonstrate the ability to maintain accurate records and preparing clear and accurate reports for informational, auditing, and operational use, including capacities for attention to detail and for reviewing and verifying accuracy of data.
28. Must possess experience in working in a health care facility setting.
29. Maintain confidentiality in the workplace.

30. American Indian preference in accordance with Indian Preference Act (Title 25, U.S. Code, § 472 & 473).

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledgeable of health needs and services provided to the Indian community both on and near the reservation.
2. Knowledge of causes, means of transmission and methods of control of communicable disease, principles and practices of diagnosis and treatment of common medical problems.
3. Knowledge of safety regulations as they apply to a clinical setting.
4. Ability to perform and provide primary medical diagnostic, preventative, education, and treatment services at all TRIHCI facilities, and in accordance with applicable policies and standards.
5. Ability to initiate thorough patient interviews/medical histories and coordinate appropriate diagnostic and screening tests/examinations.
6. Ability to deliver preliminary diagnosis to patients and direct, prescribe, or coordinate a full treatment regimen, including health education, health maintenance, prescription medications, and follow-up services.
7. Ability to carry out special assignments to upgrade clinical quality of care and administration as assigned.
8. Ability to demonstrate the ability to work independently in carrying out assignments while remaining reliable and dependable.
9. Ability to demonstrate professional competency in office and healthcare abilities, including the maintenance of client confidentiality.
10. Ability to maintain accurate records and preparing clear and accurate reports for informational, auditing, and operational use, including capacities for attention to detail and for reviewing and verifying accuracy of data.
11. Ability to organize and follow one's own work schedule (i.e. setting priorities, being available during work hours, and meeting critical deadlines).
12. Ability to perform well in group problem-solving situations and use reason even when dealing with highly emotional topics.
13. Ability to deliver effective education, training, and presentations on technical medical subjects to large and/or small groups of various educational and cultural backgrounds.
14. Ability to demonstrate the competency and integrity to maintain the confidentiality of organizational, employee, and client records.
15. Ability to perform physically demanding tasks on a regular basis.
16. Ability to provide a drug & alcohol free workplace (zero tolerance).
17. Ability to attend staff meeting and trainings.
18. Ability to work flexible hours as needed.

19. Ability to work weekends as needed.
20. Ability to demonstrate strong interpersonal skills and the ability to interact effectively with a variety of individuals.
21. Ability to demonstrate basic levels of computer literacy, with a functional understanding of Microsoft Windows Operating Systems in an office setting.
22. Ability to work independently in carrying out assignments while remaining reliable and dependable.
23. Ability to read and comprehend simple instructions, short correspondence, and memos.
24. Ability to write simple correspondence.
25. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
26. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
27. Ability to demonstrate professional competency in office and healthcare abilities, including the maintenance of client confidentiality.
28. Ability to deal with problems involving a few concrete variables in standardized situations.
29. Ability to provide an updated DMV Printout upon request.
30. Skills of dependability and punctuality in carrying out work assignments.

EDUCATION AND/OR EXPERIENCE

1. A Valid Degree from an accredited Nurse Practitioner program is required for this position; or
2. 3 years or more related experience and/or training; or
3. Equivalent combination of education and experience.
4. Three (3) year prior experience in a health care setting is also required.
5. Familiar with electronic filing system.

CERTIFICATES, LICENSES, REGISTRATION

1. Possess a Valid California Drivers License.
2. Possess a valid CPR and First Aide certification.
3. Certified Nurse Practitioner certificate is required for this position.
4. A current California driver's license and a good driving record are required for this position.
5. Current FNP licensure in the State of California,

6. Current BCLS certification,
7. Current DEA and NPI registration numbers are also required from this position.
8. AAAHC or JCAHO standards for accreditation and patient care are also preferred.

PREFERRED QUALIFICATION AND CONTINGENCIES

1. Advanced or specific training or experience in healthcare functions.
2. Three (3) years related experience is also preferred.
3. Two (2) to four (4) years prior FNP experience in an ambulatory healthcare setting and ACLS and/or PALS certification are preferred for this position.
4. Knowledge pertaining to AAAHC or JCAHO standards for accreditation and patient care are also preferred.

TRIHCI maintains a drug- and alcohol-free workplace, and all offers of employment are contingent on the successful completion of a criminal background check, a post-offer drug test and physical, and verification of each candidate's right to work in the United States.

One (1) year or more health care experience preferred

PHYSICAL WORK ENVIRONMENT: *The description provided here is representative of those conditions in which the Family Nurse Practitioner will be required to perform the essential functions of this position. As stated earlier, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

While performing the duties of this position, the Family Nurse Practitioner is situated in a standard office environment within the health center, where there is little or no exposure to variations in the weather or other similar elements. The Family Nurse Practitioner will move throughout the health center to meet with supervisors and co-workers, but maintains direct patient/client contact. Consequently, the Family Nurse Practitioner must:

1. Possess the mobility to work in a standard office setting (i.e. walk, stand, or sit for extended periods of time);
2. Posses the ability to use standard office equipment to write, type, copy, fax, or perform other duties;
3. Possess the strength to lift and carry supplies weighing up to 15 lbs repeatedly and up to 45 lbs intermittently;
4. Possess the visual acuity to read printed materials and a computer screen; and
5. Demonstrate hearing and speech capabilities that allow him/her to communicate in person and over the telephone as required,
6. Possess the ability to push, bend and/or lift to help patients to/from vehicle, wheelchairs, stretchers, etc., and moving equipment and medical supplies.

The clinical setting at TRIHCI is categorized by OSHA as a Blood-borne Pathogen Category I facility. Consequently, there exists the potential for exposure to blood, body fluid/tissue, and infectious wastes. There also exists the potential for exposure to chemicals, biologicals, toxicants, and irradiants found on-site.

DISCLAIMER:

This position description lists the major duties and requirements for the Family Nurse Practitioner position as established by subject-matter experts and the Human Resources Manager at the time of this document's creation. This position may require additional performance of duties and responsibilities beyond those outlined in this document, and thus may require additional sets of knowledge, skills, and abilities not fully articulated herein.
