



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

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**POSITION DESCRIPTION:
FAMILY NURSE PRACTITIONER (FNP)**

Reports To: Medical Director/ Physician
FLSA Status: Salary, Professional/Exempt
Revised Date: July 24, 2023

Prepared By: Human Resources
Salary Grade: \$160,000/year, DOE
Board Approval: August 2, 2023

POSITION SUMMARY:

Under the direction of the Medical Director/ Physician 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 of 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.

Essential Duties and Responsibilities:

- a. Perform and provide primary medical diagnostic, preventative, education, and treatment services at all TRIHCI facilities, and in accordance with applicable policies and standards.
 - b. Initiate thorough patient interviews/medical histories and coordinate appropriate diagnostic and screening tests/examinations.
 - c. 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.
 - d. Prepare, maintain, and update physical and electronic medical records in accordance with medical standards of care, medical practice guidelines and organizational need.
 - e. 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.
 - f. Coordinate patient referrals for specialty health care, including coordination with TRIHCI's Purchased/Referred Care (PRC) department and available telemedicine programs.
 - g. 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.
 - h. Able to identify high-risk patient and make the appropriate referral to higher-level of care as outlined in the TRIHCI Policy and Procedures or as deemed appropriate by medical standards of care. Moreover, refer patients for specialty clinic services if medically necessary and Integrate recommendations made by subspecialists into the patient treatment plan.
 - i. Consult with other medical, mid-level, and nursing providers to ensure effective case management and to address complex or difficult patient issues.
 - j. Promote a cohesive cooperative working relationship with fellow providers, which may include helping with excess patient overflow and working after hours, as needed.
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- k. Ensure compliance, productivity and documentation standards are adhered to, and documentation and coding is accurately completed.
- l. Participate in "Peer Review" program to provide objective assessment of peers.
- m. 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.
- n. Contribute to the evaluation of clinic programs and quality improvement through participation, development, and implementation of quality improvement initiatives.
- o. Attend and contribute to all required meetings/consultations including general and medical staff meetings, and all specialized committee meetings (e.g. Diabetes Care, PRC Clinical Review, GPRA, etc.).

Additional Responsibilities may include:

- a) Carryout special assignments to upgrade clinical quality of care and administration as assigned.
- b) Perform general medical or administrative duties, within the appropriate scope of work, as needed and assigned.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skills, and/or abilities required. In accordance with the Americans with Disabilities Act (ADA), reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Knowledge, Skills, and Abilities

- 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.
- 2) Must have good communication skills, be able to effectively communicate with diverse populations, and be willing to convey responsibilities to patients.
- 3) Demonstrate the ability to work independently in carrying out assignments while remaining reliable and dependable.
- 4) Demonstrate professional competency in office and healthcare abilities, including the maintenance of client confidentiality.
- 5) 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.).
- 6) 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.
- 7) Possess the ability to organize and follow one's own work schedule (i.e. setting priorities, being available during work hours, and meeting critical deadlines).
- 8) Possess the ability to perform well in group problem-solving situations and use reason even when dealing with highly emotional topics.
- 9) Possess the ability to become knowledgeable of health needs and services provided to the Indian community both on and near the reservation.
- 10) Demonstrate the competency and integrity to maintain the confidentiality of organizational, employee, and client records.

- 11) Possess the ability to deliver effective education, training, and presentations on technical medical subjects to large and/or small groups of various educational and cultural backgrounds.
- 12) Knowledge of causes, means of transmission and methods of control of communicable disease, principles and practices of diagnosis and treatment of common medical problems.

Education and/or Experience

A valid degree from an accredited Nurse Practitioner program is required for this position.

Certificates, Licenses, Registrations

A current California driver's license and a good driving record are required for this position. Current FNP licensure in the State of California, current BCLS certification, and current DEA and NPI registration numbers are also required from this position.

Preferred Qualifications and Contingencies

1. Two (2) to four (4) years prior FNP experience in an ambulatory healthcare setting, and ACLS and PALS certification are preferred for this position. Knowledge pertaining to AAAHC or JCAHO standards for accreditation and patient care are also preferred.

Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, U.S. Code, § 472 & 473). Applicants claiming Indian Preference must submit Indian verification, certified by Tribe of affiliation or other acceptable documentation of Indian heritage.

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 TB test and verification of each candidate's right to work in the United States.

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.

Employee Affirmation:

I have thoroughly read the attached position description for the position of Family Nurse Practitioner. Any verbal explanations that I have requested concerning the information in this position description have been provided me to my satisfaction. I subsequently affirm that I am qualified to occupy this position with TRIHCI and I agree to perform the duties and responsibilities outlined therein.

Employee Name (Print)
Employee Signature
Date