

GOOD NEWS CLINICS JOB DESCRIPTION

Job Title:	Nurse Practitioner or Physician Assistant	Reports to:	Clinical Coordinator and Medical Director
Job Code:		Direct Reports:	None
Department Name:	Sam Poole Medical Clinic	Created Date:	May 17, 2021
FLSA Status:	<input type="checkbox"/> Exempt (Salaried) <input type="checkbox"/> Non-Exempt (Hourly)	Revised Date:	July 23, 2021

Job Summary

The Nurse Practitioner or Physician Assistant is responsible for handling patient appointments and performing routine examinations to ensure patient health. Their duties include speaking with their patients about healthy lifestyle choices for their age, ordering diagnostic tests to help diagnose and treat patients for injuries or illnesses, and coordinating with other healthcare professionals to maintain updated medical records. Good News Clinics is a multi-specialty clinic with a complex referrals system. Our APPs oversee our patient's care throughout their stay with us.

Minimum Job Qualifications

Licensure or other certifications:	Current, unrestricted license to practice as an APP in the state of Georgia
Educational Requirements:	<input type="checkbox"/> High School Diploma <input type="checkbox"/> Associates Degree <input type="checkbox"/> Bachelors Degree <input checked="" type="checkbox"/> Masters Degree <input type="checkbox"/> Other
*Additional Education Information (explain "other"):	Masters degree from an accredited nursing or physician assistant's program
Minimum Experience:	

Good News Clinics' Core Competencies:

1.	Being Vulnerable Admits mistakes and shortcomings; Shares thoughts and feelings openly; Is transparent without hidden agendas; Seen as authentic and genuine; Open and non-defensive to feedback
2.	Communicating Effectively Shares information fully and offers knowledge and experience; Conveys ideas in a manner that engages others; Takes unpopular positions if necessary; Engages in unfiltered dialogue; Relates to others in a respectful manner, regardless of level, personality and background
3.	Being Accountable Demonstrates tenacity and perseverance; Takes initiative; Engages resources to overcome obstacles; Has the courage to do the right thing even when difficult; Acts with integrity in accordance with our Core Values
4.	Displaying Empathy Shares in the joys and pains of others; Is available and offers to help others; Shows concern for the challenges of others; Has a positive and kind demeanor; Takes a non-judgmental approach with others
5.	Holding Others Accountable Provides current actionable feedback, both corrective and reinforcing; Doesn't allow problems to fester; Takes action when necessary, even if unpleasant; Uses every opportunity to give reinforcing feedback to others; Helps others see their blind spots
6.	Listening Practices attentive and active listening; Listens for the unsaid; Asks questions to confirm understanding; Hears people out without interrupting; Is open to viewpoints of others
7.	Managing Disagreement Acknowledges differing viewpoints and sees it as an opportunity to learn; Doesn't run away from conflict; Strives for win/win solutions; Hammers out tough agreements; Finds common ground and solves problems for the good of all
8.	Promoting Teamwork Values the contributions of all; Connects others' roles to organizational and team success; Encourages and supports; Cuts across boundaries to get things done; Puts own needs aside for good of the team and the organization

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9.	<p>Striving for Continuous Improvement Experiments regularly with new ideas and approaches; Willing to fail; Learns from mistakes; Always seeks to be better tomorrow than today; Adapts to change</p>
<u>Organization Expectations</u>	
Operations: Participates in continuous improvement processes, quality, efficiencies, satisfaction, engagement and outcomes.	
Talent Development: Strives to improve own and others' skills and knowledge.	
Safety: Promotes patient, visitor and staff safety and effectively manages risk that lead to injury or harm.	
Productivity: Contributes to the department's successful achievement of productivity expectations.	
Regulatory Compliance: Contributes to the department's compliance with regulatory, mandatory education, and similar requirements.	
<u>Key Performance Indicators (KPI)</u>	
Identifies unit/department level goals that align with the organization's Key Performance Indicators.	
<u>HIPAA (Health Information Portability and Accountability Act)</u>	
If, in the normal course of my duties and responsibilities, I am required to access protected health information (PHI) and electronic protected health information (EPHI) for the purposes of treatment, payment and operations within Good News Clinics, I will limit such access to only the minimum necessary amount of PHI and EPHI necessary to perform the functions of my job. If access is not required in the normal course of my duties and responsibilities, I will not access PHI or EPHI.	
<u>Job Specific and Unique Knowledge, Skills and Abilities</u>	
1.	Thorough knowledge of the expanding role of a Nurse Practitioner or Physician Assistant
2.	General knowledge of quality assurance practices and procedures
3.	Skill in interpersonal, community and group relations
4.	Ability to exercise sound leadership and judgment
5.	Technical skills to function as a medical provider
<u>Essential Tasks and Responsibilities</u>	
1.	Teaching, counseling, diagnosing and treatment of illness under protocol for chronic and acute minor to moderate illnesses
1A	Providing primary care to patients
1B	Performing initial examinations, including physical exams and patient observations
1C	Ordering and administering diagnostic tests in line with clinic cost guidelines while still adhering to medical best practice
1D	Providing patient education in the areas of health promotion and disease prevention
1E	
2.	Obtaining health history and assessing health/illness status
2A	Delegate, but confirm the accurate capture of medical history
2B	Communicating test results to patients and their families
2C	
2D	
2E	
3.	Obtain appropriate follow up care to facility wholistic patient care
3A	Referral of patients as necessary to other health providers and /or social service agencies

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3B	Appropriate follow up of patients with acute and chronic health problems
3C	
3D	
4.	
4A	
4B	
4C	

Physical Demands

				Occasionally: 0-30% of time	Frequently: 31-65% of time	Constantly: 66-100% of time	
Weight Lifted:	<input checked="" type="checkbox"/> up to 20lbs	<input type="checkbox"/> up to 50lbs	<input type="checkbox"/> up to 100lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Weight Carried:	<input checked="" type="checkbox"/> up to 20lbs	<input type="checkbox"/> up to 50lbs	<input type="checkbox"/> up to 100lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vision	<input checked="" type="checkbox"/> light	<input type="checkbox"/> moderate	<input type="checkbox"/> heavy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Kneeling/Stooping/ Bending	<input checked="" type="checkbox"/> Occasionally 0-30%		<input type="checkbox"/> Frequently 31-65%	<input type="checkbox"/> Constantly 66-100%			
Standing/Walking	<input type="checkbox"/> Occasionally 0-30%		<input checked="" type="checkbox"/> Frequently 31-65%	<input type="checkbox"/> Constantly 66-100%			
Pushing/Pulling	<input checked="" type="checkbox"/> Occasionally 0-30%		<input type="checkbox"/> Frequently 31-65%	<input type="checkbox"/> Constantly 66-100%			
Intensity of Work	<input type="checkbox"/> Occasionally 0-30%		<input type="checkbox"/> Frequently 31-65%	<input type="checkbox"/> Constantly 66-100%			
Job Requires:	<input checked="" type="checkbox"/> Reading		<input checked="" type="checkbox"/> Writing	<input checked="" type="checkbox"/> Reasoning	<input checked="" type="checkbox"/> Talking	<input checked="" type="checkbox"/> Fingering	<input type="checkbox"/> Driving

Environment and Working Conditions

<input checked="" type="checkbox"/> OSHA Category I:	Job classifications in which the normal duties may involve contact and potential exposure to blood or other potentially infectious or hazardous materials. Appropriate personal protective equipment is to be used whenever potential exists for exposure to potentially infectious or hazardous materials.
<input type="checkbox"/> OSHA Category II:	Job classifications in which normal duties do not reasonably anticipate exposure to blood or other potentially infectious or hazardous materials. Contact with blood may occur in an emergency.
<input type="checkbox"/> OSHA Category III:	Job classifications in which the normal duties do not entail predictable or unpredictable contact with blood or other potentially infectious or hazardous materials.
Additional Work Conditions:	

I, _____, have read the job description and fully understand the conditions set forth herein, and I will perform these duties to the best of my ability.

Employee Signature: _____	Date: _____
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