



**JOB TITLE:** NURSE PRACTITIONER  
**LOCATION:** MEDICAL CLINIC  
**REPORTS TO:** COLLABORATING PHYSICIAN  
**CLASSIFICATION:**  Exempt  Non-Exempt/Hourly  
**EXPOSURE RISK:**  High Risk  Moderate Risk  Low Risk

**SUMMARY OF POSITION:**

Supporting the Mission and Core Values of ACCESS Family Care, the individual in this position will work cooperatively with the Provider(s), Clinic Manager, and all staff members; supporting a team effort, serving our customers and striving to achieve our Mission through our Core Values established for the special needs of our patients. The primary responsibility of this position includes assisting the Provider(s) in the examination and treatment of patients. This individual is required to stay at work until all patients are seen for the day.

**REQUIRED SKILLS AND ABILITIES:**

The individual in this position must possess a valid license to practice medicine in the State of Missouri. A minimum of 5 years' experience in family practice is preferred. Individual will be responsible for providing advanced primary and/or specialty nursing care to patients in our facility. Duties will include but are not limited to, performing physical exams, recording patient medical histories, creating patient care plans, and administering diagnostic tests. Proficiency in Microsoft Word, Excel, and Power Point is required. Previous experience using and retrieving information from electronic health records is required. The individual must possess evaluation and data analysis skills and have data management experience for report writing and tracking. The individual must possess tact and patience along with a professional appearance and attitude.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Read and understand ACCESS Family Care Policies and Procedures, Safety Manual, Exposure Control Manual, and other manuals as assigned.
- Understand HIPPA regulations and applies security measures to protect the privacy of patient information.
- Greets and assists patients to the appropriate examination room as needed.
- Verify records release authorization is in the patient's chart.
- Interview's the patient to determine medical problem/condition, records vital signs and documents the information in the patient chart for the Provider(s).
- Assists Provider(s) with the patient examination as needed.
- Reviews the Provider(s) orders, lab requests, or follow up needs with the patient.
- Documents the services performed for billing purposes.
- Administers specified medication, orally or by subcutaneous or intermuscular injection, and notes time and amount on the patient's chart.
- Collects samples, such as urine, blood, and sputum from patients for testing and performs routine laboratory tests on samples.
- Assesses the medications the patient is taking.
- Prepares patients and treatment rooms with required instruments and equipment to perform procedures and examinations ordered by the Provider to include: pap smears, colposcopies, minor surgical procedures, urine dipstick or pregnancy tests, quickview tests, hemoglobin and/or blood sugar tests, lead screening tests, EKGs, TB skin tests, etc.
- Maintain and operate equipment appropriately.
- Prepares laboratory specimens i.e., tissue, blood, urine, and pap tests for shipment.
- Administers injections and/or other medications as ordered by the Provider i.e., immunizations, pre-measured oral medications for STD's, Depo Provera, etc.
- Prepares patient documentation clearly, accurately and completely.
- Assists with documentation and preparation of monthly/quarterly Performance Improvement reports.
- Inventories and determines supplies needed for medical, oxygen, and non-narcotic injectables and submits orders to the Purchasing Department.
- Updates and maintains monthly maintenance log, checking oxygen supply weekly and laboratory equipment per protocol.
- Responds to patient telephone inquiries by evaluating and responding to the patient's problems and questions.
- Attends and actively participates in clinical staff meetings and in-services training.
- Assists with cleaning break room i.e., empty trash, wash dishes, clean refrigerator, wash table and countertops.
- Attends and actively participates in staff meetings and in-service training.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES (con't)**

- Observes safety and security procedures and uses equipment and materials properly.
- Performs other duties as assigned by the Clinic Manager and/or the Provider(s).

### **SERVANT LEADERSHIP**

- Consistently exemplifies ACCESS Family Care's Core Values (C.A.R.E.) with patients and coworkers: Compassion, Access, Respect, and Excellence.
- Exemplifies Servant Leadership Qualities: Trusted Servant, Humility, Forgiveness, Patience, Trustworthy

### **EMPLOYEE PARTICIPATION/TEAM EFFORT**

- Works cooperatively with all staff members; serving each other while promoting a team effort and positive presence at all sites.
- Assists in the recruitment, orientation, and training of new Team members.
- Demonstrates flexibility to perform other duties, within the health center, wherever situation deems it necessary. Responsive to changing work requirements. Consistently demonstrates ability to respond to changing situations in a flexible manner in order to meet current needs, such as reprioritizing work as necessary.
- Participates in community outreach.
- Initiates internal Event Report form as required, supporting continuous quality improvement throughout Access Family Care.

### **PROBLEM SOLVING**

- Demonstrates good judgment by taking appropriate actions regarding questionable concerns.
- Follows proper reporting procedures and processes for actual or potential accidents and/or incidents so follow up and/or prevention can occur.
- Records/reports the need for service maintenance or repair of equipment and removes any faulty equipment from service.
- Reports needs to appropriate management.
- Manages conflict in an appropriate and professional manner, resolving issues at the lowest level possible, and following chain of command when necessary to resolve customer issues or complaints.

### **PRODUCTIVITY/EFFICIENCY**

- Maintains a clean and organized work area.
- Responsive to changing work requirements. Consistently demonstrates ability to respond to changing situations in a flexible manner.
- Minimizes non-productive time and fills slow periods with education, organizing, assisting others, or housekeeping duties.
- Organizes work areas to be able to effectively complete varied assignments within established time frames.
- Consistently evaluates work and determines if further steps are needed to meet internal and external customer expectations.
- Takes initiative to redo inadequate or incomplete work.
- Meets or exceeds attendance guidelines and consistently starts work on time.
- Assures accuracy, thoroughness, and reliability of results for the job. Takes ownership for mistakes.
- Attends (or has an excused absence) for all mandatory in-services i.e., safety/health fairs, employee meetings, and specific departmental in-services.

### **CUSTOMER SERVICE**

- Consistently demonstrates a commitment to Access Family Care's Mission, to Serve the Underserved.
- Follows dress code and appears professional while on duty.
- Provides high quality customer services to internal and external customers.
- Retrieves and responds to voice messages timely.
- Greets everyone with friendliness and respect and resolves problems to the best of their ability or refers customers cordially to management.
- Answers and manages telephone calls with pleasant telephone etiquette.
- Consistently demonstrates Core Values: Compassion, Access, Respect, and Excellence.

## **SAFETY AND SECURITY**

- Complies with ACCESS Family Care's Policies and Procedures.
- Continuously applies security measures to protect and maintain privacy of employee and patient information at all times.
- Maintains CPR Certification
- Observes safety and security procedures and uses equipment and materials properly.
- Responds quickly and appropriately to all drills and codes conducted by management staff.
- Reports unsafe working conditions in timely manner to management.
- Adheres to program guidelines, policies and procedures, and reports all work related incidents/accidents timely to appropriate management and Human Resources.
- Participates in safety in-services.
- Follows proper reporting procedures for actual or potential incidents so follow up and or prevention can occur.

## **MISSION**

Ozark Tri County Health Care dba ACCESS Family Care is committed to improving the health of the medically underserved of greater southwest Missouri, through direct services and collaborative efforts.

## **CORE VALUES**

**COMPASSION:** We demonstrate **compassion** for our patients by being sensitive to their socio-economic status and ethnic diversity by providing the healthcare they need through the best and most efficient delivery methods which includes the chronic care model.

**ACCESS:** We create **access** to primary dental and medical healthcare by seeing patients with or without insurance or who have Medicare or Medicaid. We offer sliding fee discounts for those who qualify financially.

**RESPECT:** We **respect** our patients. No matter what their background or circumstance, we provide the services they need with equal respect. We as staff respect one another as we diligently serve our patients as servant-leaders.

**Excellence:** We seek **excellence** in all we do. We are committed to continuous improvement through review, evaluation, and a performance improvement program that involves all levels of leadership.

I \_\_\_\_\_ acknowledge receipt of the job description for the position of **NURSE PRACTITIONER**. My supervisor has reviewed my job description with me and explained the importance of ACCESS Family Care's Mission and Core Values.

I was given an opportunity to ask questions and discuss this position description with my supervisor. I understand that as an employee of Access Family Care, I am expected to demonstrate my ability to perform my position satisfactorily as I continuously strive to demonstrate the Core Values of ACCESS Family Care, help build a great team, and serve the underserved.

---

Date

Employee Signature

---

Date

Witness Signature

**JOB TITLE: NURSE PRACTITIONER**

**WORKING ENVIRONMENT & PHYSICAL REQUIREMENTS: Category I – High Risk for Exposure**

Work is performed in an interior medical/clinical environment requiring moderate physical activity. The work environment involves some exposure to hazards or physical risks, which require following basic safety precautions. Will work with blood or blood-borne pathogens and will require OSHA training.

The individual in this position will have mobility within the medical Clinic; working in a normal office environment with minimal exposure to temperature changes, noise, and dust. Normal working hours are from 8:00am to 5:00pm, Monday through Friday, with one hour off for lunch each day. Tuesday evenings are scheduled until 7:00pm. Overtime may be required occasionally, with flexible scheduling arrangements as approved. Occasional travel may be required to other sites. As ACCESS Family Care expands our territories, this individual may travel occasionally to new worksites. Tasks will require this employee to stand, walk, use hands and fingers to handle or feel, reach with hands and arms, kneel, crouch, talk, and hear. Close vision is required to perform the duties of this position.

**BASIC PHYSICAL REQUIREMENTS:**

	Continuous 67 – 100%	Frequently 34 – 66%	Occasionally 11 – 33%	Seldom 1 – 10%	Restricted 0%	Description
Sitting/driving		x				
Standing	X					
Walking	x					
<b>MOBILITY</b>						
Lifting		X				
Bending		X				
Squatting		X				
Reaching		x				
Kneeling			X			
Pushing			X			
Pulling			x			
<b>LIFTING</b>						
0 – 10lbs	x					
11 – 25 lbs		x				
26 – 50 lbs			x			Assistance Required as needed
51 – 75 lbs					X	Assistance Required as needed
76 – 100 lbs					X	Assistance Required as needed
100+ lbs					x	Assistance Required as needed
<b>CARRYING WEIGHTS</b>						
0 – 10 lbs	x					
11 – 25 lbs		x				
26 – 50 lbs			x			Assistance Required as needed
51 – 75 lbs					X	Assistance Required as needed
76 – 100 lbs					x	Assistance Required as needed
100+ lbs					x	Assistance Required as needed
<b>REPETITIVE MOTION</b>	<b>RIGHT</b>	<b>HAND</b>	<b>LEFT</b>	<b>HAND</b>		Dominate Hand
Dexterity	[x ] Yes	[ ] No	[x ] Yes	[ ] No		
Grasping	[x ] Yes	[ ] No	[x ] Yes	[ ] No		
Writing	[x ] Yes	[ ] No	[x ] Yes	[ ] No		
Typing	[x ] Yes	[ ] No	[x ] Yes	[ ] No		

I have reviewed the physical requirements for this position with my supervisor, and I was given an opportunity to discuss any questions. I attest I am able to perform all functions identified for this position without accommodation.

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

Date \_\_\_\_\_ Witness Signature \_\_\_\_\_