

## Canyonlands Community Health Care Job Description

**Position:** Physician Assistant/Nurse Practitioner

**Reports To:** Medical Director

**Position Summary:**

To provide high quality primary care services to patients of all ages at CCHC Site(s).

**Duties and Responsibilities:**

- Provides direct patient care as outlined in the CCHC employment contract and Physician Assistant/Nurse Practitioner Protocol checklist, including diagnoses, treatment and or proper referral while maintaining expected medical standards under the daily supervision of the physician staff.
- Provides concerned care for the patients of CCHC including: tracking, patient follow-up, education and counseling.
- Follows the rules and regulations as set forth by the Department of Health and Human Services and other contracted health care plans.
- Evaluates patients in a timely and courteous manner.
- Is familiar with child/sexual abuse and State of Arizona legal requirements.
- Familiarity with immunization statutes, schedules and contraindications.
- Appropriately charts in medical records at CCHC facilities in a timely manner.
- Attends CCHC and staff meetings and other meetings as directed/requested by the Medical Director.
- Participates in or conducts in-service training to the provider and nursing staff of CCHC.
- Attends continuing medical education (CME) programs and provides copy of course completion certificate to the HR Director.
- Maintains confidentiality of patient care and agency operations at all times.
- Advises management on performance deficiencies of medical auxiliary personnel.

- Works with the support and administrative staff in a positive, constructive manner.
- Contributes to the training and proficiencies of clinical personnel, including medical students and residents.
- Participates in quality improvement programs that will assure that patients receive quality care in the office and from other providers of health care service, using peer review, medical records audits, grievances and other mechanisms as appropriate.
- Participates in CCHC activities such as health fairs, classes and community events.
- Promotes and demonstrates good customer service skills to both external and internal customers/patients.
- Understands role in Disaster Plan and that safety is a condition of employment.
- Performs all other related duties as assigned or requested.
- Complies with CCHC Code of Conduct.
- Follows CCHC policies, personnel policies and patient protocols not otherwise addressed in employment. Follows appropriate Infection Control Procedures.
- Serves in various CCHC and community committees as required/requested.

**Additional Employee Responsibility:**

- Responsible for learning, performing and following safe practices and procedures
- Meeting annual safety education requirements
- Knowing roles or responsibilities in the event of an incident and how to report incidents
- Using PPE as appropriate
- Reporting unsafe acts or conditions to a supervisor or Safety Officer

**Qualifications:**

- **Experience, Education and Licensure**

**Physician Assistant:**

Graduate of an accredited Physician Assistant schools with an Arizona State license to practice medicine and have a valid DEA number. Be able to be contractible on CCHC insurance plans. Must not be excluded from participation in federal health care programs. BLS and ACLS required, ATLS, PALS preferred.

**Nurse Practitioner:**

Graduate of an accredited nurse practitioner program with an Arizona State License to practice medicine and have prescribing authority. Must have a valid DEA number. Be contractible on CCHC insurance plans. Must not be excluded from participation in federal health care programs. BLS and ACLS required, ATLS, PALS preferred.

**Language Skills**

Must have good human relation and communication skills. Ability to talk with patients and determine health needs in a compassionate manner. Ability to quickly analyze, comprehend and create written/verbal medical and business communication and documentation.

- **Additional Requirements**

Must maintain confidentiality of patient care and CCHC operations. Ability to work under stress. Ability to travel. Must be flexible and willing to work evenings/ over-time/weekends if required/requested.

**Americans with Disability Specifications**

**Physical Demands:**

The physical demands as described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable an employee with disabilities to perform the essential functions.

While performing the duties of this position, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. Requires eye-hand

coordination for operation of all clinical equipment and procedures. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

The work environment characteristics as described are a representation of those that must be met by the employee to successfully perform the essential functions of the position. Reasonable accommodation may be made to enable employees with disabilities to perform the essential functions.

While performing the duties of this position, the employee is exposed to weather conditions prevalent at the time. The employee may experience exposure to dust, pollens, pollutants, fumes and communicable diseases as related to a health care environment. The noise level in the work environment is usually moderate.

I have read and understand this explanation and job description.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: February 7, 2002

Revised:

