



# FAMILY NURSE PRACTITIONER

## *Job Description*

### OVERVIEW

The Family Nurse Practitioner (FNP) is responsible for assisting in the delivery of health care and patient care management following Barbara Starfield Principles, evidence-based guidelines, and initiatives within the clinic. Under a physician guided team approach, the FNP is responsible for the delivery of a broad range of medical services, including taking medical histories, conducting physical examinations, ordering diagnostic tests, administering treatments, monitoring patients, prescribing medications, assisting physicians, and counseling and educating patients. This role is unique as it additionally supports those who are homebound and families with newborns in offering home-based services.

#### Medical Care -

- Evaluates and manages patient care, to include patient wishes, preferences, and goals in acute, chronic, and preventive & well-care for children, adolescents, and adults.
- Educates patients and/or families as to the nature of disease, provides instruction in evidence-based options, and discusses risk-benefits of care.
- Performs medical procedures (ex. IUDs, nexplanon, interpretation of diagnostics, administering medication).
- Demonstrates knowledge of primary care principles and practice protocols, including high-risk care management protocols, conducting comprehensive care planning, and behavioral health screening.
- Demonstrates a working knowledge of immunizations, catchup schedules, medications with their indications, contraindications, dosing, side effects and appropriate prescribing.
- Demonstrates the ability to maintain quality, safety and/or infection control standards.
- Conducts cognitive assessment, frailty assessment, and home-based primary care visits.

#### Team Care -

- Organizes, prioritizes and schedules office tasks and/or appointments daily in a “Huddle” with the medical assistant, and others in the Team as needed.
- Facilitate and participate in case management / care management with the Team, including the care coordinator, behavioral health counselor, health coach, and/or clinical pharmacist on a regular basis.

- Communicates medical information to physicians and other providers when appropriate.
- Maintains strict confidentiality, and treats staff, physicians, visitors and patients with dignity and respect.
- Generates appropriate referrals to specialty care and diagnostics.
- Participates in grant, initiatives, and quality improvement projects including clinic-wide.

#### **Operational Expectations and Responsibilities -**

- On an annual basis, generate income such that provider-allocated practice financials are met.
- Patient care: 3 to 5 days per week dependent upon monthly payment trends after 3-6 months of initial start date. Increasing/Decreasing workdays per week is determined by the Shareholders and the Practice Administrator and may change if necessary.
- Complete charting for patient visits preferably on the same day as the patient encounter. Notes must be completed with 2 days of the encounter.
  - *ex. Friday charts to be completed by 11:59pm Sunday; Monday charts to be completed by Wednesday 11:59pm.*
  - If a provider has approved PTO or CME time, the provider will proactively prepare for being out of the clinic by completing all notes and reviewing labs prior to the time out of the clinic.
- Non-urgent correspondence from medical assistants, front office, billing, or other support staff related to patient care is to be reviewed and responded to within 3 days.
- Review Documents within 1 week and Labs within 2 days. Urgent correspondence from staff are to be reviewed and responded within 1 day.

#### **Practical Skills and Leadership Qualities -**

- Knowledge of medical practice and care
- Knowledge of examination, diagnostic and treatment room procedures
- Knowledge of medical equipment and instruments
- Knowledge of common safety hazards and precautions
- Ability to assist in a variety of treatments and medications
- Ability to take and record vital signs
- Ability to maintain records and record test results
- Skill in developing and maintaining clinical quality assurance
- Skill in identifying and resolving problems
- Ability to interpret, adapt and apply guidelines and procedures
- Ability to use good reasoning and judgment and to react calmly in emergency situations
- Ability to establish and maintain effective working relationships with patients, medical staff, coworkers and the public
- Ability to read, write and communicate effectively orally and in writing with patients, staff, providers, and outside customers and/or vendors
- Ability to lead projects in quality improvement

**Physical Abilities -**

- Stand for extended periods of time; push, pull and reach; occasionally bend, sit, stoop and stretch
- Have full range of body motion
- Have the hand-eye coordination and manual dexterity needed to operate a keyboard, telephone, calculator and medical equipment
- Have a normal range of hearing and eyesight to record, prepare and communicate appropriate reports; specific vision requirements: close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus
- Occasionally lift and carry items weighing up to 25 pounds
- Occasionally relocate to other locations
- Maintain a current and valid driver’s license

**Work environment -**

The position requires the ability to work under pressure and with a diverse population, including staff, physicians, clients, patients, insurance companies and other members of the public. The position may cause frequent exposure to communicable diseases, bodily fluids, toxic substances, ionizing radiation, medicinal preparations and other conditions common to a clinical environment.

**Education & Experience -**

- Current certification, practice license and DEA license in the state of CO
- Graduation from an accredited physician or physician assistant program and completion of any applicable rotations or residency program.
- Current CPR and other certification and is aware of related accreditation and certification requirements
- Preferred:
- At least 1 year of medical experience in a physician’s office or equivalent combination of training and experience
- Some knowledge or education of integrative/functional medicine
- Experience working in electronic medical records

**Hours and Meetings -**

Patient Care Schedule is based on needs at WMC, and Team assignment  
Rotating weekend call and after-hours care  
Regularly scheduled monthly meetings

*Reports to the Physician Lead/Medical Director for medical; Practice Administrator for non-medical.  
Status - At will, non-exempt employee*

_____ FNP	_____ Signature	_____ Date
_____ Physician Lead/Medical Director	_____ Signature	_____ Date
_____ Practice Administrator	_____ Signature	_____ Date