



**MISSION**

*Delivering patient centered, accessible, quality-driven, medical, dental, and behavioral healthcare, to all generations to strengthen the health status in the communities we serve, regardless of the ability to pay.*

**JOB DESCRIPTION**

**POSITION:**

**Family Nurse Practitioner/  
Physician Assistant**

Reports to:

Medical Director / Chief Executive Officer

Revised:

December 2020

Department:

Clinical

FLSA:

Exempt

**Position Summary:** To provide effective, efficient and appropriate services to NHC patients in order to serve the community’s healthcare needs.

**Supervision Exercised:** Provides team leadership to Clinical Staff

**Position Responsibilities:**

1. Assists Medical Director/PSC in developing clinical practice guidelines.
2. Participates in provider and medical care team meetings.
3. Establishes positive relationships with local medical community and attends local medical society functions.
4. Interviews patients to obtain history, performs physical examinations, orders lab and other tests, prescribes medications and treatments.
5. Provides continuity in managed care for patients with pre-existing long-term problems.
6. Makes referrals for secondary and tertiary care.
7. Performs medical procedures according to privileges issued.
8. Provides health maintenance visits, evaluates for immunizations and provides anticipatory guidance and referrals; performs contract and special physical examinations as EPSDT, Head Start, employment, etc.; performs STD (sexually transmitted disease) and family planning screening and education.
9. Documents and codes all patient contact accurately and legibly in the medical record.
10. Performs as an active member of the medical team.
11. Participates in all Patient Centered Medical Home (PCMH) recognition and transformation activities and serves as the clinical lead and liaison for PCMH.
12. May be asked to perform other duties that align with NHC’s mission, including but not limited to participation on clinical committees, providing education, Quality Review and/or other activities.

**Position Requirements:**

1. Knowledge of adult learning principles and community resources.
2. Skill in providing excellent customer service and support; organizing and prioritizing workload and meeting deadlines; and excellent written and verbal communication.
3. Ability to interact effectively and professionally with persons from diverse cultural, socioeconomic, education, racial, ethnic and professional backgrounds.
4. Ability to work effectively with managers, co-workers, members of the public and professional groups.
5. Ability to communicate effectively, clearly, concisely with others (internal and external customers, both verbally and in writing), consistently demonstrate positive/proactive customer service attitude. Consistently maintains ethical behaviors exemplary of quality public service and fair standards, inclusively, among all employees and members of the public.
6. Ability to work as an effective team member; function independently, exercise sound judgment and initiative; be flexible to shift priorities; maintain confidentiality; establish and maintain effective interpersonal work relationships, effectively assist providers; work toward goals and objectives of draft priorities.

7. Ability to follow NHC Clinic practice guidelines – including adhering to the NHC immunization policy and the NHC Mission and Vision and NHC Corporate Compliance Policy.
8. Ability to receive constructive feedback including evaluation of provider’s productivity and practice attributes.

**Minimum Requirements:** Ability to perform each position responsibility satisfactorily with or without reasonable accommodation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential

duties of the position.

1. Ability to understand that safety is a condition of employment. Unsafe acts or conditions will be reported to the supervisor or Site Coordinator.
2. Must be computer literate with ability to enter information in the NHC EHS system and compile reports or data as requested.
3. Must be able to read, write and speak English.

**Education and/or Experience:**

- Graduate of an accredited Physician Assistant Program and certified by the National Commission on Certification of Physician Assistants (NCCPA) or Nurse Practitioner Program and certified by the American Nurses Credentialing Center or the American Academy of Nurse Practitioners.
- The employee shall meet the requirements of the North Dakota Board of Medical Examiners; and be licensed to practice medicine without restrictions within the State of North Dakota.

**License and / or Certification:**

- Current licensure as a PA/NP to practice in the State of North Dakota by the State Boards.
- Current DEA certification
- Current CPR certification required
- DOT Certification
- Current ACLS certification
- Valid North Dakota Driver’s License
- Must be able to meet and maintain current NHC credentialing and privileging requirements.

**Special Requirements:**

- Must be willing to travel between NHC health centers. Must be willing to work evening hours and weekends if necessary.

**Appearance Standards:** This position shall follow the appearance standards as outlined in the NHC Personnel Appearance Policy.

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 the health care environment. The noise level in the work environment is usually moderate.

**Physical Requirements:**

NCHC CLINICAL STAFF				
	Not Applicable	Occasionally	Frequently	Constantly
Stand			X	
Vision – near			X	
Vision – w assistance			X	
Walk			X	
Sit			X	
Reach outward		X		
Reach above shoulder		X		
Climb	X			
Crawl	X			
Squat/kneel		X		
Bend		X		
Lift/Carry				
10lbs or less			X	
11-20 lbs		X		
21-50 lbs		X		
51-100 lbs	X			
Over 100 lbs	X			
Push/Pull				
12 lbs or less		X		
13-25 lbs		X		
26-40 lbs	X			
41-100 lbs	X			
Not Applicable	Activity does not apply to this position			
Occasionally	Position requires this activity up to 33% of the time (0-2.5 hours per day)			
Frequently	Position requires this activity from 33%-66% of the time (2.5-5.5 hours per day)			
Constantly	Position requires this activity more than 66% of the time (5.5 hours + per day)			

**Travel:**  is not required      It is anticipated that travel will be:  5% - 10%       50% - 75%  
 10% - 25%       75% - 90%

The specific statements shown in each section of this Job Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The job's responsibilities/tasks may be modified and/or expanded over time. Northland CHC will inform the employee when changes in the respective job description are made.

I have read and understand the duties / physical requirements indicated in this job description and acknowledge that I am able to perform these duties with or without reasonable accommodation. I understand that failure to adhere to these responsibilities could be grounds for disciplinary action up to and including termination of employment.

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Print Name
Signature
Date