

JOB TITLE: Nurse Practitioner

ORGANIZATIONAL MISSION: The mission of Mascoma Community Healthcare is to provide sound primary care to the community, accessible to all regardless of the ability to pay

GENERAL SUMMARY OF DUTIES: Responsible for providing primary care services, including assessing and managing patients in an ambulatory health practice; examine and treat chronic and acute episodic illnesses, minor injuries, accidents, and other injuries/illnesses; performs selected laboratory testing; offer referrals to physicians, write prescriptions, and perform office procedures within the scope of expertise, protocols, and available equipment.

SUPERVISION RECEIVED: Reports to Medical Director

SUPERVISION EXERCISED: None

ESSENTIAL FUNCTIONS:

- Sees ambulatory patients and obtains complete medical history, laboratory testing, examination, diagnosis, and treatment of chronic and acute episodic illnesses and minor injuries.
- Refers to physician as needed.
- Writes prescriptions and performs office procedures within the scope of expertise, protocols, and available equipment and in compliance with federal, state law and clinic guidelines.
- Makes house calls when necessary.
- Schedules follow-up visits in office, as needed.
- Sutures minor lacerations.
- Instructs patient/family regarding medications and treatments. Educates patients regarding health and illness prevention. Recommends community resources to meet patient and family needs.
- Collaborates with physicians in managing acute and long-term medical needs of patients. Provides monitoring and continuity of care between physician visits.
- Maintains and reviews patient records, charts, and other pertinent information. Posts tests and examination results. Triage patient telephone calls and provides consultation.
- Adherence to current evidence-based clinical guidelines, standards of care, and standards of practice, as applicable
- Serves as a member of committee(s) or attend meeting(s) dealing with health care as issues and projects as requested by the Medical Director.
- Maintains patient confidentiality.

The job holder must demonstrate competencies applicable to job position.

EDUCATION: BSN, MSN preferred. Successful completion of an approved nurse practitioner or physician assistant program required.

EXPERIENCE: Minimum of three years of professional nursing experience in a clinic setting plus two years of nurse practitioner experience preferred.

LICENSE/CERTIFICATIONS: Currently licenses as a registered nurse in the State of New Hampshire.

KNOWLEDGE and ABILITIES:

- Knowledge of professional nursing theory, practices, and regulations to give and evaluate medical condition(s), interpret findings, and deliver patient care.
- Knowledge of how to use medical equipment and instruments to administer patient care.
- Knowledge of common safety hazards and precautions to establish/maintain a safe work environment.
- Ability to react calmly and effectively in emergency situations.
- Excellent organizational skills and attention to detail that allow completion of task in a timely manner.
- Excellent interpersonal skills that establish and maintain effective working relationships with patients, staff, and community members.

PHYSICAL/MENTAL DEMANDS: Requires standing and walking for extensive periods of time. Ability to lift 10 pounds for routine performance of essential functions. Able to lift up to 100 pounds on occasion to assist fallen patients. Requires corrected vision and hearing to normal range. Requires working under stress in emergency situations and irregular hours.

ENVIRONMENTAL/WORKING CONDITIONS: Combination of exam rooms and medical offices. Frequent exposure to communicable diseases, toxic substances, ionizing radiation, medicinal preparations, and other conditions common to a clinic environment.

This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills, abilities and working conditions may change as needs evolve.