

**Mora Valley Community Health Services, Inc.
JOB DESCRIPTION**

TITLE	Nurse Practitioner	FLSA Status: Exempt Position Type: Regular Full-Time & Part-Time
DEPARTMENT	Medical	
REPORTS TO	Chief Medical Officer	
SUPERVISES	None	
JOB PURPOSE	Performs professional medical examinations, diagnosis and treatment of patients according to statutory limitations. Performs testing and referrals to physicians as needed, writes prescriptions and performs administrative procedures within the scope of expertise, protocols and available equipment	

ESSENTIAL JOB RESULTS	
1.	PROVIDE DIRECT PATIENT CARE AND/OR SUPERVISE MEDICAL TREATMENT
2.	REVIEW MEDICAL HISTORY OF EACH PATIENT
3.	PERFORM PHYSICAL EXAMS IN ACCORDANCE WITH CLINIC GUIDELINES
4.	PRESCRIBE APPROPRIATE TREATMENT PLAN(S) IN ACCORDANCE WITH PATIENT MEDICAL NEEDS
5.	ORDER AND ADMINISTER MEDICAL TESTS, DIAGNOSE CONDITIONS, AND CONDUCT FOLLOW-UP TREATMENTS
6.	ESTABLISH, ADMINISTER, AND RE-EVALUATE PLANS OF CARE BASED ON PATIENT ASSESSMENTS
7.	PROVIDE OVERALL DELIVERY OF MEDICAL CARE WHILE BEING SENSITIVE TO INDIVIDUAL PATIENT NEEDS AND CIRCUMSTANCES
8.	PARTICIPATES IN THE QUALITY IMPROVEMENT PROCESS
9.	PROMOTE PATIENT HEALTH BY ADVISING PATIENTS CONCERNING DIET, MEDICATIONS, AND METHODS FOR PREVENTING DISEASE
10.	DOCUMENT FILES ACCURATELY WITH PROPER CODING FOR PROPER RECORD KEEPING AND BILLING
11.	PARTICIPATE IN TEAM APPROACH TO MEET PATIENT AND ORGANIZATIONAL NEEDS
12.	CONSULT, REFER, AND COLLABORATE WITH OTHER MEMBERS OF THE PRIMARY CARE TEAM AND COMMUNITY PROVIDERS
13.	RECOMMEND NECESSARY CHANGES IN OPERATIONS TO MANAGEMENT
14.	ADHERE TO THE HIGHEST STANDARDS OF MEDICAL PRACTICE, ETHICS AND PROFESSIONALISM
15.	ASSIST IN MAINTAINING THE TIMELINESS OF CLINICAL PROGRAMS
16.	MAINTAIN THE HIGHEST LEVEL OF CONFIDENTIALITY AS REQUIRED BY HIPAA REGULATIONS
17.	PERFORM OTHER DUTIES AS ASSIGNED
18.	BECOME FAMILIAR WITH FEDERAL, STATE, AGENCY, AND ORGANIZATIONAL REQUIREMENTS, POLICIES, REGULATIONS, & LAWS
19.	BECOME FAMILIAR WITH FEDERAL AND STATE HEALTH CARE PROGRAM REQUIREMENTS AND ASSIST IN CARRYING OUT THESE PROGRAMS
20.	ABILITY TO RELATE TO THE PUBLIC REGARDLESS OF ETHNIC, RELIGION, AND ECONOMIC STATUS
21.	ADHERE TO MVCHS PERSONNEL POLICIES AND PROCEDURES
22.	TRACK AND COORDINATE ROUTINE TASKS

ESSENTIAL JOB RESULTS	
23.	MAINTAIN PROFESSIONALISM AT ALL TIMES TO ENSURE QUALITY AND INTEGRITY
24.	CONTRIBUTE TO TEAM EFFORT BY ACCOMPLISHING RELATED TASKS AS NEEDED OR REQUESTED
25.	ATTEND TRAININGS RELATED TO JOB DUTIES OR EMPLOYMENT THAT IS REQUIRED TO MAINTAIN LICENSES AND CERTIFICATIONS

REQUIRED JOB QUALIFICATIONS, SKILLS AND ABILITIES

Job Qualifications

Education: Graduate of an accredited Nurse Practitioner Program; Must have a current, un-encumbered license in the State of New Mexico. Licensure must be kept current, full, and unrestricted through participation in an appropriate course of continuing education

Bilingual English/Spanish Preferred

Experience: Post-training experience in the medical professional field, preferably in primary health care

Skills and Abilities

- Ability to utilizes the principles and practices
- Ability to communicate well, both verbally and in written format
- Ability to gain patient's trust
- Ability to exercise good judgment in selecting proper treatment
- Ability to respond appropriately in emergency situations
- Ability to prepare accurate reports and document appropriately
- Ability to establish and maintain effective working relationships with colleagues and the public
- Ability to demonstrate proficiency in using an electronic health record system
- Knowledge of organization mission, goals, and objectives
- Ability to communicate ideas and instruction verbally and in writing
- Ability to exercise poise and tact in all contacts inside and outside MVCHS
- Ability to operate a motor vehicle, which requires a valid driver's license, and clearance for unrestricted automobile insurance coverage
- Desire and ability to serve the community and its residents
- Share in and contribute to MVCHS mission, vision and goals

Working Conditions and Physical Demands

- Work is performed in an interior medical environment
- Moderate physical activity required
- Requires handling average weight objects of up to 25 pounds
- Standing and/or walking for more than (6) hours per day
- Work environment involves exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment
- Exposure to blood or blood-borne pathogens

Qualifications for Employment

- Pre-employment physical examination
- BLS Certification
- Driver’s Record and Defensive Driving Course
- Hepatitis B vaccination series or signed waiver
- Negative tuberculosis test
- Background Investigation
- Drug Testing – Initial and Random

EMPLOYEE/SUPERVISORY REVIEW

I have read this job description and understand the requirements of this job and the work to be performed. I agree to perform the duties and responsibilities described. I assert that I am able to perform the essential job functions and meet the requirements of this position. Furthermore; I understand this is not an employment contract.

Employee’s Signature Date

I have reviewed this job description with this employee and agree that it is an accurate description of the duties and responsibilities to be performed.

Supervisor’s Signature Date