

ADP TOTALSOURCE / ALLIES IN HOPE JOB DESCRIPTION

JOB TITLE: Nurse Practitioner

Reports to: Director of Health Services/ and Medical Director
Department: Health Services

Status: Regular/Full Time/Exempt
Date: 10/3/2024 (REV)

SUMMARY: Under the direction of the Director of Health Services and medical oversight of the Medical Director, the Nurse Practitioner provides day-to-day oversight of the patient care activities provided by the Health Services Department. The Nurse Practitioner (NP) functions as a licensed registered nurse and provides all aspects of patient care, including diagnosis, treatment, and consultation, while maintaining and promoting the patient's health. As needed, the NP will work in outpatient settings, satellite locations, and the mobile clinic according to the Nurse Practice Act of the State of Texas and as part of a treatment team. More specifically, the NP will provide and oversee the following services that may be offered in-clinic or via telehealth services: PrEP Care, including all initial and follow-up lab work; PrEP adherence counseling, and when needed, STI treatment; HIV Rapid Start ART initiation and nPEP. All services are provided to a multicultural, multilingual patient population. The NP position is committed to the ALLIES IN HOPE mission and offers compassionate communication with patients, physicians, and the inter-professional healthcare team. The NP position educates patients about preventative care, diagnosis, and prescribed treatments. This position may also conduct physicals, order tests, and serve as a patient's healthcare provider, prescribing medications as appropriate.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Core duties and responsibilities include the following. Other duties may be assigned.

DUTIES AND TASKS

1. Conducts appropriate, timely patient care under physician supervision for a defined patient population(s), focusing on identified expected unit/optimal outcomes individualized to the patient. Prioritizes care based on the patient's needs, abilities, and preferences.
2. Coordinates patient care between healthcare providers. Attends and participates in interdisciplinary rounds and online educational workshops, as appropriate.
3. Examines, diagnoses, and treats patients of all demographics, genders, sexual orientations, races, or ethnicities.
4. Performs initial history and physical examinations.
5. Provides ongoing outpatient care for assigned patients. Screens outpatients to determine the need for further care. Refers patients as needed to ancillary services.
6. Prescribes medications within the defined scope of practice.
7. Orders diagnostic studies (e.g., lab tests).
8. Draws blood, collects specimens for testing, and performs comparable lab procedures when needed.
9. Initiates and expedites consultation requests and schedules special tests and studies.
10. Provides education and counseling of patients and families in preventive care, medical conditions, and prescribed treatments and drugs.
11. Performs all duties and services in full compliance with HIPAA, Joint Commission, and funding source standards.
12. Completes all EMR required fields after each visit, including e-signing notes within 24 hours.
13. Performs quality management/assurance activities.

PLANNING AND IMPLEMENTATION

Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; develops realistic action plans.

1. Leads and identifies opportunities for practice changes and performance improvement.
2. Provides direct supervision to the Certified Medical Assistant
3. Promotes quality health care by integrating current research into practice and participating in research/evidence-based activities.
4. Provides education of information/knowledge in professional activities such as research, presentations, and publications.
5. Participates as an expert in community-based events or conferences as a representative of ALLIES IN HOPE
6. Expands individual nursing knowledge and coaches staff to grow in knowledge, abilities, skills, and attitudes. Serves as a clinical resource.
7. Uses Knowledge of general office practices and procedures to effectively streamline work.
8. Reports to CHSO, DoHS, and MD on the overall successes and issues regarding programming and the medical clinic.
9. Uses and ensures the compliance of all protocols as required by ALLIES IN HOPE, funding sources, and other governing bodies.

EDUCATION REQUIREMENTS

- Master's degree in Nursing required.

LICENSES, CERTIFICATES, AND REGISTRATIONS REQUIRED

- Texas NP or PA license and be board certified by ANCC AANP or AAPA
- Prescriptive authority privileges through the State of Texas
- Drug Enforcement Administration (DEA) registration
- CPR/BLS Certification
- Must have prescriptive authorization

ADDITIONAL REQUIREMENTS

- Must be proficient in the use of all medical instruments and equipment required by the job
- Knowledge of computer-based data management programs and information systems, as well as medical records and point-of-interview technology
- Sound understanding of all federal and state regulations, including HIPAA and OSHA

WORK EXPERIENCE

Two years of registered nurse, advanced practice, or nurse practitioner clinical experience. Database analysis, report writing, and compliance experience are strongly preferred.

AGENCY COMPLIANCE

- Consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Follow instructions; take responsibility for own actions; keep commitments; commit to complete additional work when necessary to reach goals; complete tasks on time or notify the appropriate person with an alternate plan.
- Read, understand, and follow ALLIES IN HOPE Policies and Procedures.
- Maintain appropriate levels of documents regarding files, reports, correspondence, personnel, and financial paperwork.
- Understand and meet the expected client/patient outcomes.
- Attend meetings as scheduled.
- Communicate proactively and professionally with peers and stakeholders through phone, emails, and virtual meeting portals as needed.
- Follow all regulatory requirements for reporting suspected abuse or neglect.

TEAM RELATIONSHIPS

- Balances team and individual responsibilities; exhibits objectivity and openness to others' views
- Gives and welcomes feedback.
- Acts respectfully and supportively towards other team members' efforts.
- Works as a highly cooperative ALLIES IN HOPE staff member and volunteers to accomplish agency and departmental goals.
- Accepts responsibility and willingness to be accountable by not blaming others for work products or issues.

LANGUAGE SKILLS

Ability to read and write professionally: to read, analyze, interpret, and implement general business documents, professional journals, technical procedures, or governmental regulations and write reports, business correspondence, and procedure manuals. Ability to gather data, analyze information, and interpret information to build valuable and required reports or presentations. Ability to present information and respond to questions from groups of managers, clients, customers, and the public. Writes clearly and informatively; edits work for spelling and grammar; varies style to meet needs; presents numerical data effectively; can read and interpret written information.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to adapt a budget into a tracking form and understand the basics of a budget.

REASONING ABILITY

Ability to prioritize multiple tasks by using reasoning to determine priorities. Ability to solve practical problems and deal with various concrete variables in situations with limited standardization. Ability to interpret numerous written, oral, diagram, or schedule instructions.

PHYSICAL DEMANDS

An employee must meet the physical demands described here to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform basic functions. While performing the duties of this job, the employee is regularly required to talk or listen, frequently required to sit, occasionally required to stand and walk, and regularly required to lift and move up to 25 pounds. Specific vision abilities required by this job include close vision.

1. Ability to perform routine bending/stooping while filing and performing office/outreach duties.
2. Ability to perform routine twisting/reaching while working at a computer/desk and performing office/outreach duties.
3. Ability to perform routine walking/standing during the day and while performing office/outreach duties.
4. Ability to hear and speak well enough to converse over the telephone and in person 100% of the time.
5. Ability to see well enough to use a computer efficiently and read computer reports and correspondence 100% of the time.

WORK ENVIRONMENT

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform basic functions. The noise level in the work environment is usually moderate.

CORE COMPETENCIES

- **Ethics-** Keeps commitments; inspires the trust of others; works with integrity and ethics; upholds organizational mission and values.
- **Leadership-**Exhibits confidence in self and others; inspires and motivates others to perform well; accepts feedback from others; gives appropriate recognition to others.
- **Professionalism: others tactfully; react well under pressure; treat others with respect and consideration regardless of their status or position; accept responsibility for own actions; follow through on commitments.**
- **Initiative-**Volunteers readily; undertake self-development activities; seek increased responsibilities; take advantage of opportunities; ask for and offer help when needed.
- **Innovation-**Displays creativity; meets challenges with resourcefulness; generates suggestions for improving work.
- **Adaptability to changes in the work environment; Manages demands; deals with change, delays, or unexpected events.**
- **Quality management is used to find ways to improve and promote quality; it demonstrates accuracy and thoroughness.**
- **Interpersonal Skills-**Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- **Customer Service- Manage difficult or emotional customer situations; respond promptly to stakeholder needs; solicit feedback to improve service; respond to requests for service and assistance; meet commitments.**
- **Oral communication- speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.**
- **Problem solving-**Identifies and resolves problems promptly; works well with group problem-solving situations; uses reason even when dealing with emotional topics.
- **Displays** willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making; makes timely decisions.
- **Technical skills: Assesses** own strengths and weaknesses; pursues training and development opportunities; strives to build knowledge and skills continuously; shares expertise with others.

Print Name

Signature

Date