



Northern Apache County
Special Health Care District
ST. MICHAELS, AZ

Northern Apache County Special Health Care District

PO Box 370 ▪ St Michaels, AZ 86511 ▪ (928) 810-3809 P ▪ (928) 810-3801 F

FAMILY NURSE PRACTITIONER

Position Description

Department:	Medical Services
Job Code:	
Pay Range:	
Hours/week:	40
Type of Position:	Full-time

Reports to (title):	Medical Director
Classification:	Exempt
Effective Date:	07/15/2015
Revised Date:	04/22/2021

MISSION STATEMENT

Our mission is to provide high quality, culturally sensitive, reliable and accessible health care services which complement, and improve the care available to the communities we serve.

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees are expected to conform to the following:

- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and dependable manner with patients, employees and vendors.
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver's license.
- Comply with all Northern Apache County Special Health Care District (NACSHCD) policies and procedures, as well as all applicable laws.

POSITION PURPOSE

This position is located at the St. Michaels and/or Sanders Clinic and is under the clinical supervision of the designated Health Service Administrator or supervising Medical Doctor to provide direct patient care to patients of all ages with a variety of medical, pediatric and geriatric health needs.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Provides therapeutic and preventive health services to individual patients, family members and patient groups in a clinic setting as a primary health resource.
- Assesses and diagnoses needs and sets up a plan of action to address the identified needs. Serves as primary provider of medical and medical-related services. Applies Family Nurse Practitioner skills in all phases of health care services.
- Assess, diagnoses and treats acute illnesses, chronic health conditions (i.e. diabetes and hypertension).
- Applies lifesaving measures in emergency situations (i.e. trauma).
- Provides counseling and health instructions to patients.
- Familiar with the cultural, social, political, geographic, demographic, economic and epidemiological characteristics of the NACSHSD.
- Participates in quality assurance activities of the clinics.
- Perform patient care services of the patients within the accepted scope of practice of the licensed clinician as defined by the Arizona Medical Board.
- Provide care which is of high medical quality, compassionate and provides a high level of customer service.

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- Perform documentation of patient interactions that include medical history, physical assessment and diagnosis.
- Complete referrals with HPI and background information on the patient to ensure the specialist has enough information.
- Communicates recommend policies changes to the Board.
- Ensure medical records are secured and follow all state and federal guidelines regulating release of information.
- Follow and enforce HIPPA policies.
- Assist and instruct Medical Assistants (MAs) in the clinical aspects of their job performance:
 - Train MAs to proficiently conduct CLIA-WAIVED testing.
 - Complete or assist in completing annual medical assistant evaluations
- Ensure Laboratory policies are followed.
- Check weekly and monthly to ensure proper maintenance is followed on all lab equipment and tests.
- Submit results of Proficiency Testing on lab samples sent by the AAFP and keep records of results and what was done to correct any errors.
- Complete patient encounter forms accurately in accordance with current billing and coding standards.
- Provides services and assists tribal leaders, on an assigned basis by the clinic coordinator, with development of their health programs.
- Utilize AthenaHealth EMR for patient notes, charges, and meet requirements for meaningful use incentives.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• Preferred Five years of clinical experience as a Licensed, Family Nurse Practitioner in an ambulatory care, occupational health, family practice or emergency department setting. |
| Education: | <ul style="list-style-type: none">• Masters' degree in Nursing (MSN)• Certified/Licensed as a Family Nurse Practitioner by the Arizona State Board of Nursing |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Maintains appropriate certification and DEA license to write prescriptions as required.• Must have Basic Life Support (BLS) certification.• Knowledge of Family Nurse Practitioner principles, practices and procedures in providing comprehensive health care in clinic, home and community environments.• Knowledge and skills necessary to assist in providing care appropriate to the age of the patients served.• Knowledge and applied skills in utilizing concepts of adult education including motivation for behavioral changes.• Knowledge of morals and customs of the ethnic group within the area and the ability to generate an appreciation of cultural differences.• Knowledge and skills necessary in making physical and psychosocial assessments of communities, families and individuals, recognizing the range of "normal" and the manifestations of common abnormalities, and selects, plans and implements necessary therapeutic treatment actions based on the assessments.• Knowledge of drugs and biological effects, and the desired effect on treatment of disease.• Knowledge and ability to interview and provide counseling in preventive health care on nutrition, common illnesses, child growth and development patterns, mental health, etc.• Ability to assess and treat minor illnesses such as colds, cuts, etc.• Ability to listen carefully and document medical histories, conduct physical examinations and communicate results of laboratory tests• Demonstrate problem solving and work flow management skills.• Knowledge and experience with electronic medical records.• Ability to obtain annual Continuing Medical Education required under state and NACSHCD regulations. |

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- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.
- Ability to perform other duties as assigned.
- Familiarity with the mandatory reporting requirements under the Arizona State Statute, Indian Child Protection Act, with regards to suspected incidence of child abuse or child neglect.

PREFERRED QUALIFICATIONS

- Bilingual skills in English and the Navajo language.

WORK ENVIRONMENT

- Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. In addition, the work environment may include exposure to hazardous materials and waste, contagious diseases (i.e. HIV, TB, etc.) and high stress. This position may be exposed to certain health risks that are inherent when working within a health center facility.
- Physical demands: The physical demands may require frequent stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 25 pounds.
- Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

OTHER

All employees must uphold all principles of confidentiality and patient care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

REVIEWED BY		TITLE	
APPROVED BY		TITLE	
DATE POSTED		DATE HIRED	

FAMILY NURSE PRACTITIONER
Position Description

ACKNOWLEDGMENT

I have reviewed the content of the **FAMILY NURSE PRACTITIONER** position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

Employee (printed name)

Employee (signature)

Date