

Gateway Family Health Clinic, Ltd.

Job Description Form

Division/Department: Medical Staff

Location: Gateway Clinic – all sites

Job title: Mid-level provider- Physician Assistant or Nurse Practitioner

Reports to: Clinically – reports to Physician Supervisor

Administratively reports to Clinic Administrator

Salary Range:

Type of position:

Hours 40/week

Full-time XX

Part-time

Contractor

Intern

Exempt XX

Nonexempt

General Description:

Provide primary care medical services typically performed by a mid-level provider, under the supervision of a physician. Provide acute and chronic care in the clinic and nursing home, including assessing and managing patients following established standards and practices. Rotate through assigned clinic shifts at any of the three GFHC sites.

Organizational Expectations:

Understands, communicates, and follows the mission, vision and values of the clinic. Works cooperatively with clinic staff and helps to facilitate a cohesive, team environment. Prioritizes patient satisfaction and physician satisfaction in the delivery of work duties and responsibilities.

Education Requirements:

- Graduate of an approved training program with credentials eligible for national and state certification/licensing.

Work Experience Preferred:

Three years professional nurse practitioner or physician assistant in a clinic setting.

Physical Requirements/Exposure potential:

- **Physical Requirements:** Standing, sitting, walking, bending, stooping, twisting. Requires ability to help transfer patient. Occasional stress from dealing with multiple tasks and tense patients. Requires full range of motion, manual dexterity, and eye-hand coordination. Requires corrected vision and hearing to normal range.
- **Exposure Potential:** Frequent exposure to communicable diseases and other conditions common to clinic and nursing home. Frequent contact with variety of people.

Responsibilities:

- Examine patients to obtain information about their physical condition.
- Administer or order diagnostic tests, such as x-ray, electrocardiogram, and laboratory tests.
- Interpret diagnostic test results for deviations from normal.
- Make tentative diagnoses and decisions about management and treatment of patients.
- Obtain, compile and record patient medical data, including health history, progress notes and results of physical examination
- Instruct and counsel patients about prescribed therapeutic regimens, normal growth and development, family planning, emotional problems of daily living, and health maintenance.
- Perform therapeutic procedures, such as injections, immunizations, suturing and wound care, and infection management.
- Prescribe therapy or medication.
- Visit and treat nursing home residents as assigned, updating charts, ordering therapy, and reporting back to primary physician.
- Demonstrate competency to provide therapy and counseling - knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions.
- Follow defined GFHC "Mid-Level Practice Guidelines" as defined by Policy #3.0.
- Maintain patient confidentiality.
- Other duties as assigned.

Date posted:

Date hired: