

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: Onsite Healthcare Nurse Practitioner / Physician Assistant **Department:** Onsite

Grade 503

H.P.D. 8

D.P.Y. 260

Job Description

Date Reviewed: May 2021

Reports To: Onsite Employee Health and Wellness
Clinic Manager and Assistant Clinic Manager

Purpose of Job

The Nurse Practitioner / Physician Assistant role at the Onsite Employee Health and Wellness Clinic is to work collaboratively with the Onsite Administrator, the Onsite Employee Health and Wellness Manager, and the Onsite Employee Health and Wellness Assistant Manager and is primarily responsible for providing primary care medical services to both adult and pediatric patients seeking treatments for diseases/ injuries, mental health, and social health issues in the clinic. This person operates as a member of the Onsite Employee Health and Wellness team, in which all members operate under the oversight of the Onsite Administrator, Clinic Manager, and Assistant Clinic Manager. The role receives medical supervision from the Medical Director / Physician on issues related to medical care and treatment. The Nurse Practitioner / Physician Assistant is a licensed independent person who is responsible for managing health problems and coordinates health care for the patient in accordance with State and Federal rules and regulations. The Nurse Practitioner / Physician will display excellent use of bedside manner with patients, interacting with patients demonstrating empathy and emitting an aura of ease for patients, while also involving them in health decisions.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Functions independently to perform age-appropriate history and physical for complex acute, critical, and chronically ill patients.

Assume quality of care for all patients through physical examination and diagnostic tests, develops and implements plans for providing treatment of illness and preventative services.

Orders, administers, and interprets / analyzes diagnostic and therapeutic tests relative to patient age-specific needs.

Prescribes appropriate pharmacologic and non-pharmacologic treatment modalities

Implements interventions to support the patient to regain or maintain physiologic stability

Monitors the effectiveness of interventions

Assume quality of care for all patients through health history taking, physical examination and diagnostic tests; develops and implements plans for providing treatment of illness and preventative services.

Makes appropriate referrals as needed and consults with Physicians / Medical Director and Onsite staff / treatment team as needed regarding patient's conditions, diagnosis, treatment plan, medication orders, and need for specialty care; keeps Medical Director / Physicians / Onsite staff / treatment team advised of patient status as necessary; prescribes medications according to proper clinical care and standards of practice; recognizes situations requiring physician care; consults with and makes appointment with physicians for patients.

Assists the Medical Director, & Onsite Administrator, Clinic Manager, and Assistant Clinic Manager in the development and updating of medical policies, guidelines, and medical orders used in the delivery of health care to patients.

Maintains an affiliation with professional groups, medical associations and medical organizations, as per policies established and positively represents CMCSS in all meeting of these associates and organizations. Maintains medical professionalism and presents high ethical values while working at Onsite Employee Health and Wellness.

Encourages patients to express their ideas, concerns, and expectations in their interactions with them with the goal of providing positive patient experiences.

Facilitates staff, patient, and family decision by providing educational tools and training on managing illnesses or injuries and disease prevention.

Acts as a member of the treatment team, treating every Onsite clinic patient as one of their own, regardless of personal history with the patient; assisting with fill-in treatment or prescription for any Onsite patient as necessary

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Graduate from an accredited Nurse Practitioner program or successfully completed four academic years of pre-professional and professional study including graduating from a Physician Assistant Program accredited by Accreditation Review Commission on Education for the Physician Assistant.

A valid Registered Nursing / physician Assistant license to practice in the states of Tennessee or passing score on the Physician Assistant National Certifying Exam (PANCE) administered by the National Commission on Certifying of Physician Assistants (NCCPA).

Certification as a Nurse Practitioner or Physician Assistant with the ability to treat all ages and is licensed to practice in the state of Tennessee.

Minimum of 2 licensed years of credentialed in the role of Nurse Practitioner or Physician Assistant, professional clinical experience in one or more of the following areas of practice: Family Medicine, General Medicine, Internal Medicine, Preventative Medicine.

Valid prescriptive authority.

Current provider in Basic Life Support (BLS)

Strong computer skills is essential in this position, including the use of Word, Excel, Outlook Explorer, Power Point, knowledge of computer-based data management programs and information systems, as well as medical records.

Must have the ability to communicate effectively, in verbal and in written form, with retail and medical partners at various levels, patients, family members, physicians, and representatives of the community.

KNOWLEDGE OF JOB

Knowledge of state laws and regulations on nursing and Nurse practitioner or Physician Assistant scope of work; responsibilities, professional principles, procedures and techniques of Nurse practitioners or Physician Assistant, as applicable within specific licensure.

Knowledge of symptoms and normal course of acute and chronic illnesses, and their treatment.

Knowledge of normal growth and development, and common illnesses, and their treatment.

Knowledge of standard medical record-keeping and HIPPA requirements.

Knowledge of procedures, techniques, and tests for conducting comprehensive physical examinations.

Knowledge of medications commonly used for a wide variety of medical conditions, and their effects, reactions, and contraindications; proper handling and administration of medications.

Knowledge of community resources for medical care, mental health care and social services.

Excellent verbal/written communication and interpersonal skills.

Ability to make recommendations to effectively solve problems, using judgment consistent with standards, practices, policies, and procedures.

Knowledge of Microsoft Office, including Word, Excel, Outlook, and PowerPoint.

Ability to focus on details, handle multiple tasks, and remain highly organized in a fast-paced environment.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and equipment such as computers, printers, copier, calculator, telephone. Must be able to use body members to

work, move or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to twenty pounds of force frequently. Must be able to lift and/or carry weight of forty to sixty pounds. Must be able to respond quickly to emergency situations in the school. Physical demand requirements are at levels of those for medium to heavy work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information, Includes giving assignments and/or directions to co- workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to job of Onsite Healthcare Nurse Practitioner / Physician Assistant. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice. Requires knowledge of standard medical terminology and abbreviations.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to Health Services.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape visually with office equipment

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using office equipment and medical equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have eye/hand coordination sufficient to administer medications to include insulin.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the School System may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date