

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Onsite Employee Health and Wellness PRN Nurse Practitioner /Physician Assistant **Department:** Onsite

H.P.D. Varies

D.P.Y. Varies

Job Description

Date Reviewed: August 2021

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

Purpose of Job

The Onsite Employee Health and Wellness PRN Nurse Practitioner / Physician Assistant works collaboratively with the Medical Director / Physician and the Lead Physician Assistant. This person will be under the direction and supervision of the Safety and Health Director, the Onsite Employee Health and Wellness Clinic Manager, the Onsite Employee Health and Wellness Assistant Clinic Manager, and the Onsite Lead Physician Assistant. This person is primarily responsible for providing primary care medical services to both adult and pediatric patients seeking treatments for diseases/injuries in the clinic. This position is not a school-based position. This position operates to assist employees and their dependents of the Clarksville-Montgomery Employee Insurance Trust, which is composed of CMCSS employees and Clarksville-Montgomery County employees. Services for employees and their covered dependents are at various Onsite clinics situated throughout Clarksville Montgomery-County.

The PRN Nurse Practitioner/Physician Assistant is responsible for the patient care of the population that they serve, as directed by Onsite Clinic Administration. This staff falls under the direct supervision of the Onsite Employee Health and Wellness Clinic Manager. This person receives medical supervision from the Medical Director and Lead Physician Assistant on issues related to medical care and treatment. The PRN Nurse Practitioner/Physician Assistant position is not guaranteed any number of hours per week or hours per year.

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.

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.

Consults with Supervising Physician and Lead Physician Assistant regarding patient's conditions, diagnosis, treatment plan, medication orders, and need for specialty care or outside services; keeps physician 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 appointments to referring physician offices for patients.

Assists the Medical Director and Onsite Administration in the development and updating of medical and other policies, guidelines, and medical orders used in the delivery of health care to patients.

Maintain an affiliation with professional groups, medical associations and medical organizations, as per policies established and positively represents CMCSS in all meetings in the community..

Follows all legalities of laws and ethics related to medical practice as expected for Nurse Practitioners and Physician Assistants.

Additional Job Functions

Performs other duties as required. Performs all other tasks as required by Onsite Administration as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

Graduate from an accredited Nurse Practitioner program or successful completion of 4 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.

Passing score on the Nurse Practitioner or Physician Assistant National Certifying Exam American Academy of Nurse Practitioners Certification Program (AANPCP)/(PANCE) administered by the National Commission on Certifying of Physician Assistants (NCCPA).

Maintains certification as a Nurse Practitioner or Physician Assistant.

Maintains current certification in BLS for Healthcare Providers by either the AHA or the American Red Cross.

Professional clinical experience in one or more of the following areas of practice: Family Medicine, General Medicine, Internal Medicine, Preventative Medicine.

Valid prescriptive authority, including obtaining and continuing to keep their own prescriptive authority for controlled substances, as this is not provided by CMCSS for PRN employees.

KNOWLEDGE OF JOB

- Knowledge of state laws and regulations on Nurse Practitioners/Physician Assistant scope of practice; responsibilities, professional principles, procedures and techniques of Nurse Practitioners/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 necessary treatment.
- Knowledge of standard medical record-keeping and HIPAA 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, Access, Outlook, and PowerPoint.
- Ability to focus on details, handle multiple tasks, and remain highly organized in a fast-paced environment.
- Knowledge of the operation of the Onsite EHR (electronic health records).
- Knowledge and use of communication to Onsite Administration regarding patient issues.
- This person should have the knowledge and ability to successfully treat patients at Onsite and to have a high level of positive experiences with patient satisfaction.
- Ability to adapt to change and implement new policies / procedures- please note that change is often and implemented when necessary at Onsite Employee Health and Wellness.

(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 workplace. 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 Onsite Employee Health and Wellness PRN 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 clinic guidelines for Onsite Employee Health and Wellness.

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 and treatments to include insulin, injectable, intravenous medication, eye drops, and oral medications.

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, the 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