



POSITION DESCRIPTION

Position Title	Family Nurse Practitioner
Department	Medical
Reports To	Clinical Director

Job Grade	L	Schedule: Full Time
Effective Date	January 2019	Benefitted

Position Summary

This position is responsible for providing educative, preventive, curative, and rehabilitative care to patients and families across the life-span through advanced nursing practice skills. All duties and responsibilities will be performed in accordance with the Yellowhawk Mission and Vision statements.

Essential Duties:

Provides comprehensive nursing, preventive and therapeutic health care to patients and families across the life-span.

Secures a health history from the patient or guardian.

Performs basic physical assessments using standard techniques and diagnostic instructions.

Accurately records findings on appropriate forms, uses SOAP format, and adheres to policy and procedures of Medical Records.

Performs or requests special screenings, developmental tests, diagnostic laboratory tests, and interprets and evaluates results.

Discriminates between normal and abnormal findings to recognize early stages of physical, environmental, emotional, or mental health problems.

Identified and manages acute illness and injuries within the FNP scope of practice.

Provides maintenance care for individuals with chronic disease and conditions.

Provides initial prenatal care screening, to include risk assessment. Make appropriate referrals, provides patient tracking, and conducts prenatal team meetings.

Obtains consultations and/or referrals as appropriate on high-risk or complex patients. Work in conjunction with the physician in management of selected complex medical problems.

Gives direct physical and psychological advanced nursing care in emergencies and in the presence of illness or disability in order to maintain life, provide comfort, reduce stress, and enhance coping abilities.

Provides education and anticipatory guidance to individuals and families across the life-span, to include the nature of health related conditions, recommended therapies, and in general, the promotion of health and prevention of disease in a culturally sensitive manner.

Adheres to HIPAA guidelines at all times.

Participates in professional development activities, maintains professional affiliations and active licensure.

Participates in the development of departmental goals and objectives.

Oversees nursing and medical assistant care essential to the assessment, promotion, maintenance, and restoration of patients' health and wellness.

Assigns nursing and medical assistant duties within the primary care team based on staffing patterns and clinical needs.

Participates in employee evaluations with the Clinical Director in accordance with facility guidelines.

Assists in the selection and training/orientation of departmental personnel as needed.

Other Duties:

Other duties as assigned.

Knowledge, Skills and Abilities:

Knowledge of professional advanced nursing theory and practice to evaluate and provide patient and family care across the life-span.

Knowledge of medical equipment and instruments to administer patient care.

Skills in applying and modifying the principles, methods, and techniques of advanced nursing care to provide ongoing patient care.

Skills in obtaining medical history, assessing health conditions, and interpreting diagnostic studies.

Ability to react calmly and effectively in emergency situations.

Ability to interpret, adapt and apply guidelines and facility procedures in a supervisory role.

Ability to establish and maintain effective working relationships with patients, staff, and the public.

Knowledge of common safety hazards and precautions to establish a safe work environment.

Ability to maintain quality control and quality assurance standards.

Skills in preparing and maintaining records, written reports, and responding to correspondence.

Ability to communicate clearly.

Typical Physical Demands:

Requires prolonged sitting, some bending, stooping and stretching. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment. Requires normal range of hearing and eyesight to record, prepare and communicate appropriate reports.

Typical Working Conditions:

Other Aspects of the Position:

Requires occasional weekend and/or evening work.

May require travel for training and meetings.

Minimum Qualifications:

Graduate of an accredited school of nursing.

Successful completion of an accredited Nurse Practitioner Program.

One year of clinical experience as a Family Nurse Practitioner.

Possession of current State Family Nurse Practitioner license with Prescriptive Privileges.

Current ANA or ANCC Certification.

Possession of valid, current DEA license.

Possession of valid, current BLS or ACLS certification.

Must possess a valid driver's license and maintain insurance requirements to operate General Services Administration vehicles.

Must submit to and pass a criminal background check and pass a pre-employment drug and alcohol screening.

Preferred Qualifications:

Yellowhawk gives preference to applicants in the following order:

- CTUIR-enrolled Tribal members
- Other federally-recognized tribal members

- Military personnel who have been honorably discharged
- All other applicants

The success of the Yellowhawk Tribal Health Center delivery of health care services, business operations and reputation are built on the principles of our employees' fair and ethical conduct. Our reputation for integrity and excellence requires careful observance of the terms of the Centers contracts with funding agencies, the Personnel Policies and Procedures Manual, and the spirit of all applicable laws and regulations, as well as the adherence of the Yellowhawk employees to the highest standards that govern their professions, conduct, performance and personal integrity.

Approved by:

Date

I acknowledge that I have read and understand the duties and responsibilities of this position description.

Signature

Date