

JOB DESCRIPTION

Job Classification: ARNP/Fellowship Director

Reports to: Chief Medical Officer

Supervises: New Medical Provider Hires/Students Last reviewed: 07/31/2024

POSITION PURPOSE:

This position is responsible to oversee provider-level student placements, and the management of the ARNP Fellowship transition to practice program within Valley View Health Center. The incumbent's key function is to create a reliable pipeline of medical provider candidates through student placement in our clinical programs. Day to day management and oversight of the Fellowship program following accreditation guidelines from the Consortium for Advanced Practice Providers.

MINIMUM QUALIFICATIONS:

Education: Master's degree or greater in healthcare or management required.

Licensure/Certification: Advanced Registered Nurse Practitioner license to practice in the State of Washington.

Experience/Skills:

- Education - Graduation from an accredited Advanced Registered Nurse Practitioner program as a Family Nurse Practitioner.
- Experience - Six years' experience as independent primary care provider in FQHC setting. Three years' experiences in clinical education. Administrative and/or supervisory experience in health care preferred.
- Other - Requirement(s) Valid Washington State Driver's License. Valid DEA certificate. Basic Cardiac Life Support (BCLS) certificate. Bilingual (English and Spanish) preferred.

Status Classification: Salary/Exempt

PRIMARY JOB RESPONSIBILITIES:

- Management of the ARNP Fellowship program to better fulfil the mission of VVHC.
- Establish new and maintain knowledge of, and review annually existing policies, procedures and protocols for the fellowship program including fellow selection, evaluation, promotion, and dismissal.
- Develop/improve the educational curriculum for an accredited fellowship training program
- Oversee, develop, and organize internal and external educational programs, clinical training, and didactic partnerships.
- Recruit, select, educate/train fellows, and evaluate performance/competence through dependable measures not limited to direct observation and faculty consultation.
- Select supervising faculty, ensure teaching competence, and monitor appropriate student and fellow supervision and review faculty performance annually.
- Provide leadership and direction for the clinical faculty to include faculty development, mentorship, supervision, and conflict resolution.
- Prepare and maintain accurate records and reports in compliance with organizational policy and accreditation requirement.
- Provide oversight and annually evaluate external partners to ensure quality of educational experience.
- Ensure the quality of comprehensive, faculty-driven didactic and clinical education.

- Plan, develop, and monitor ARNP Fellowship Program budget, ensure long-term financial sustainability, and provide annual report.
- Effectively communicate and interact with patients, families, and staff from diverse backgrounds.
- Create and maintain collaborations with national NP Residency/Fellowship partners with the goal of promoting NP residencies/Fellowships in FQHCs
- Maintain 50% of direct patient care and 50% precepting of Fellows and program development.
- Perform duties of a Nurse Practitioner as described in the ARNP job description.
- Lead, coordinate and/or conduct on-site meetings and training with medical providers.

Other Functions:

- Oversee provider-level student placement at VVHC to include medical student, family medicine residents, and PA and ARNP students.
- Maintain advocacy for the integrated care model within Valley View Health Center.
- In collaboration with program directors, develop onboarding standards for all medical providers at VVHC.
- Develop and lead provider development programs and employees, hire, train, assign workload/projects, monitor and evaluate performance, initiate corrective and/or disciplinary actions, and perform all other related leadership functions.
- Work respectfully and courteously with other employees, follow direction and work well under pressure.
- Supports the organization's Mission, Vision and Values.
- Actively participate in quality improvement programs and activities; initiate quality projects and/or process improvement to attain quality service delivery.
- Other duties as assigned.

ACKNOWLEDGEMENT:

I have read and understand the above Job Description and agree with it.

Employee Signature

Date

Supervisor Signature

Date