

JOB DESCRIPTION

Job Classification: Pediatric Nurse Practitioner

Reports to: Medical Director and Assistant Medical Director

Supervises: None

Last reviewed: 10/28/2020

POSITION PURPOSE:

The Pediatric Nurse Practitioner provides quality clinical services to children and adolescents within a community-based setting that promotes healthy lifestyles, prevention of illness and injury, and management of acute and chronic conditions. Activities involve direct patient care for children and adolescents aged 0-18 years, physical assessment, diagnosis, treatment and referral for specialty services as needed, and follow-up. The Pediatric Nurse Practitioner will work independently and in collaboration with physicians and other health care professionals.

MINIMUM QUALIFICATIONS:

Education: Master of Science in Nursing-Pediatric Nurse Practitioner

Licensure/Certification: A valid license to practice medicine as a Nurse Practitioner in the State of Washington, with no pending or previous disciplinary action from any state licensing entity. Certified Pediatric Nurse Practitioner – Primary Care. Current DEA license unrestricted. BLS and PALS certificate required

Experience: Previous Pediatric Nurse Practitioner experience in primary care clinic or community health center environment. Working knowledge of direct outpatient care practices in a community clinic setting or FQHC. Working knowledge of the Patient Centered Medical Home (PCMH) model of care.

Equipment/Skills:

- Must be mission focused and have a passion to work with an under-served ethnically diverse pediatric population.
- Skill in identifying problems and recommending solutions in a clear, concise and proactive manner, including recognition and prompt resolution of errors
- Ability to develop and maintain cooperative relationships with staff members, patients and other clinicians and work as a member of a multi-disciplinary team.
- Bilingual Spanish/English is highly preferred
- Proficient Use of Internet, Microsoft Word, Excel and Outlook
- Uses electronic medical record software (Nextgen); develops proficiency within 3 months of training.
- Ability to communicate and work well with all cultural and ethnic populations in the community.

Physical demands: Requires full range of motion as well as good eye-hand coordination. Requires some lifting. Requires standing and walking for extensive periods of time. Requires working under stressful conditions. Requires exposure to communicable diseases or bodily fluids.

Status Classification: Salary/Exempt

PRIMARY JOB RESPONSIBILITIES:

- Manages the care of patients in collaboration with other health professionals and members of the health care team in order to make decisions about treatment and attain health goals.
- Provides primary care for our pediatric population, including well-child exams, chronic disease management, and childhood immunizations.
- Performance of routine developmental screenings.
- Diagnoses and treatment common childhood illnesses.
- Teaching and counseling of children and their families on issues related to health.
- Completing triage duties, ordering and interpreting the results of laboratory, x-ray and other tests; determining and implementing courses of treatment, providing and monitoring the results of treatment and adjusting as needed.
- Ensures that patients/clients receive quality, timely, professional care services.
- Performs all clinic procedures in accordance with training, licensure and as allowed by privileging.
- Works collaboratively with community pediatric practices, community social services providers, and public health departments.
- Complete and maintain records in accordance with procedures utilizing an electronic health record system (Nextgen).
- Completes documentation for clinic sessions in a timely manner ensuring accuracy and completeness to ensure the Clinic can collect funds for the services.
- Interfaces with the entire clinical team to engage in continuous quality improvement and development of clinic-based services.
- Attends staff and clinic meetings.
- Performs other related duties as assigned. Standards:
 - Follows guidelines established at time of assignment.
 - Accepts assignments willingly.
 - Prioritizes workload to ensure timely completion of assignment.
 - Asks appropriate clarifying questions relative to scope of assignment.

ACKNOWLEDGMENT:

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

Employee Signature

Date

Supervisor Signature

Date