

**Community Health Alliance of Pasadena (ChapCare)
Job Description**

Title:	Nurse Practitioner
Department:	Medical Department
Reports To:	Chief Medical Officer
Directs:	Medical Assistants
EEOC:	Professional
FLSA Status:	Exempt
Salary Range:	TBD

Summary

The Nurse Practitioner, working collaboratively within a multidisciplinary health team, is responsible for providing complete clinical care for patients, both well and ill. The Nurse Practitioner educates patients and/or families in order to promote wellness, prevent health problems, maintain current health and intervene in acute or chronic illness.

Duties and Responsibilities

- Evaluates patients/families by conducting comprehensive or episodic health assessment. Acute and/or chronic health problems which may include psycho social, cognitive and personal assets and limitations of the patient/family, with an emphasis on wellness.
- Establishes medical diagnoses by ordering and evaluating diagnostic studies and performing and monitoring therapeutic procedures. Assesses, manages and supports clients in follow-up plans and referrals.
- Prescribes and regulates medications by referring to practice protocols and/or telephone consultation with physician.
- Maintains, coordinates and expedites services by recording and documenting health appraisal data.
- Assumes responsibility and accountability by managing time, professional relationships and personnel interactions.
- Seeks to improve management to patients/families by acting as a resource to health care staff and by implementing community educational programs.
- Offers continuing education in areas of expertise by developing, conducting, or evaluating formal or informal in-service classes to all clinical, volunteer and other personnel.
- Maintains and enhances current level of knowledge by seeking relevant educational resources.
- Acknowledges importance of research process by contributing ideas, collecting data, sharing knowledge and applying findings to practice.
- Fosters positive, interpersonal relationships and a professional image by adhering to customer service standards with internal and external contacts, whether in person or over the phone.
- Participates in case management meeting and staff meetings.
- Performs other job related duties as assigned.

Qualifications for Position

Education and Experience

- Graduation from an accredited school of nursing
- California license as Nurse Practitioner
- Must have the ability to pass a pre-employment physical examination
- Valid California “Class 3” Driver’s License and current liability insurance
- Three years of related clinical nursing/medical experience

Special Knowledge, Skills, Abilities:

- Prescriptive authority.
- Substantial interpersonal skills necessary to instruct patients and their families and to collaborate with health team members.
- Good organizational skills and strong positive public relations skills.
- Ability to work with people within and outside department to collaborate with other team members and physicians.
- Organize work priorities with attention to details.
- Must be flexible to handle multiple tasks simultaneously.

Physical Demands/Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to drive to all ChapCare facilities as needed. The ability to sit for extended periods of time. The employee must occasionally lift and/or move up to 25 pounds.

Travel, generally within the Greater San Gabriel Valley and/or Greater Los Angeles, may be required on an occasional basis.

Acknowledgement of Receipt

I have reviewed this job description and understand that my supervisor can answer any questions I may have about what is expected of me in this position.

Employee Name

Employee Signature

Date

Employee Name:

Job Title: Nurse Practitioner	Hrs. Worked Per Day: 8	Hrs. Worked Per Week: 40
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Physical Demands

The physical demands below are typical of those that must be met by the employee to successfully perform the essential functions of the position. Reasonable accommodations may be available for individuals with disability.

Activity (Hours per day)	Never 0 Hours	Occasionally Up to 3 Hours	Frequently 3-6 Hours	Constantly 6-8+ Hours
Sitting		X	X	
Walking			X	
Standing			X	
Bending (neck)			X	
Bending (waist)			X	
Squatting	X			
Climbing	X			
Kneeling	X			
Crawling	X			
Twisting (neck)		X		
Twisting (waist)		X		
Hand Use: Dominant hand R L				
Is repetitive use of hand			X	
Simple Grasping (right hand)			X	
Simple Grasping (left hand)			X	
Power Grasping (right hand)		X		
Power Grasping (left hand)		X		
Fine Manipulation (right hand)			X	
Fine Manipulation (left hand)			X	
Pushing & Pulling (right hand)		X		
Pushing & Pulling (left hand)		X		
Reaching (above shoulder level)		X		
Reaching (below shoulder level)		X		
Keyboarding with both hands				X

Weight	LIFTING					CARRYING				
	Never 0 Hours	Occasionally Up to 3 Hrs.	Frequently 3-6 Hrs.	Constantly 6-8+	Height	Never 0 Hours	Occasionally Up to 3 Hrs.	Frequently 3-6 Hrs.	Constantly 6-8+	Distance
0-10 lbs		X			_____	X				_____
11-25 lbs		X			_____	X				_____
26-50 lbs	X				_____	X				_____
51-75 lbs	X				_____	X				_____
78-100 lbs	X				_____	X				_____
100+ lbs	X				_____	X				_____

Describe the heaviest item required to carry and the distance to be carried:
 Minor medical equipment from room to room 3-5 feet. May be need to help lift patient in emergency situation.

Other job requirements specific to the Job :

1. Working with Bio-hazards such as blood borne pathogens, sewage? Yes
2. Exposure to radiation? No
3. Other :

Acknowledgement

I have read this job description and understand that in accepting this position I indicate can meet the essential functions of this position and other work requirements with or without accommodations. I understand my obligations to follow the policies and procedures governing the performance of my duties and to practice the ethical standards of conduct and behavior expected in my association with the residents and tier families, visitors, co-workers and business associates of the facility. I accept the position of _____ and will perform the duties to the best of my abilities

I am requesting the following accommodations _____

Comments/Remarks: _____

Employee signature: _____ Date _____