

## Compass Health PC

### Job Description

**Job Title: Nurse Practitioner (NP)**

**Division:** Lansing Institute of Urology

**Department:** Clinical

**Reports To:** Chief Operating Officer; Physicians

**FLSA Status:** Exempt

#### Summary

Promotes and maintains health by providing medical services under the supervision of a physician. Employees in this job function as professional, mid-level, health care practitioners, administering and overseeing a variety of assignments related to the provision of health care services for patients. Employees provide health care services as dependently licensed professionals working within their legally-defined scope of practice. To enable the physician to operate in an effective and efficient manner. The employee performs a full range of professional health care practitioner assignments as a Nurse Practitioner in a full-functioning capacity. Considerable independent judgment is used to make decisions in carrying out assignments that have significant impact on services or programs.

#### Nurse Practitioner Job Duties:

1. Accepts referral of patients from other health care professionals.
2. Initiates an appropriate assessment of patient's health status, ranging from focused to comprehensive, depending upon the setting (e.g., emergency, structured screening, scheduled visit).
3. Obtains patients' health history from interview of patient and others, and from review of pertinent health records.
4. Performs physical examinations. Consults with colleagues, supervising Physicians, specialists, and other health professionals as appropriate.
5. Orders pertinent diagnostic tests and procedures.
6. Performs diagnostic tests and procedures and therapeutic procedures, within the scope of practice, including venipuncture; intradermal tests; intramuscular and subcutaneous injections; control of external hemorrhage; application of dressings and bandages; administration of medications; removal of superficial foreign bodies; cardiopulmonary resuscitation; auditory screening; visual screening; and aseptic and techniques.

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7. Performs medical procedures including incisions and drainage, wound care, and suturing of lacerations; and applies and removes traction devices.
8. Interprets health information and establishes diagnoses consistent with the accumulated data.
9. Formulates treatment plan, ensuring timely provision of necessary health care services.
10. Orders necessary medications and other therapeutic equipment and supplies within the scope of practice.
11. Educates and informs patients regarding the nature of the illness and the progress of evaluation and treatment. Educates patients regarding health promotion and disease prevention.
12. Analyzes accumulated health information and collects additional observational, interview, historical, physical examination, and diagnostic data, modifying treatment as appropriate.
13. Makes health record entries which are legible, concise, and timely.
14. Advocates for the rights of patients. Provides primary clinical therapy and treatment of individual and groups of patient(s).
15. Participates in formulating, interpreting, implementing, and evaluating objectives, policies, and procedures.
16. Assists in surgical procedures as needed/requested.
17. NP shall provide only necessary and appropriate patient care in accordance with (i) generally accepted standards of practice applicable to medical services; (ii) all applicable federal, state, and local governmental laws, rules and regulations; (iii) all applicable requirements established from time to time by third-party payors (including but not limited to Blue Cross-Blue Shield of Michigan, Medicare and Medicaid); (iv) all applicable ethical standards; and (v) the philosophy and mission of Lansing Neurosurgery; (vi) all applicable policies of Compass Healthcare; Participates in various committees to improve the quality of health care.
18. Participates in the collection and preparation of reports on patient care activities.
19. Participates in research projects and in the preparation of articles for publication.
20. Conducts audits related to advanced practice health care techniques and takes part in quality assurance programs.
21. Maintains current knowledge in the field of practice and informs staff of changes.

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22. Contributes to physician's effectiveness by identifying short and long term patient care issues that must be addressed; providing information pertinent to the patient care process; implementing physician directives.
23. Provide inpatient and outpatient medical services at the hospital or office and such other sites as may be determined from time to time.
24. Assesses patient health by interviewing patients; performing physical examinations; obtaining, updating, and analyzing medical histories.
25. Timely preparation of records, charts and reports as may be required by the physician, all of which records will be the property of the practice and shall be kept and maintained by practice on a confidential basis.
26. Use his/her best efforts to meet specific practice goals reasonably established by Employer and the NP to enhance the financial viability and success of the practice.
27. Comply with the applicable standard of practice, and the ethics of the profession, with regard to rendering the medical services
28. Determines abnormal conditions by administering or ordering diagnostic tests, such as imaging and laboratory studies; interpreting test results.
29. Utilizes the EMR to documents patient care services provided.
30. Provides continuity of care by developing and implementing patient management plans.
31. Maintains safe and clean working environment by complying with procedures, rules, and regulations.
32. Protects patients and employees by adhering to infection-control policies and protocols.
33. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
34. Develops health care team staff by providing information, educational opportunities, and experiential growth opportunities.
35. Assist Employer with such other duties as the practice may request which are related to, or derived from the rendering of Medical Services.
36. Contributes to team effort by accomplishing related results as needed.

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#### Job Qualifications:

- Knowledge of health sciences, including anatomy, physiology, biochemistry, pathophysiology, pharmacology, and microbiology.
- Knowledge of the fields of specialized medicine including neurosurgery, internal medicine, general surgery, surgical subspecialties, emergency medicine, and psychiatry. Knowledge of laboratory medicine.
- Knowledge of patient history and physical examination methods.
- Knowledge of clinical medical procedures.
- Knowledge of patient rights and ethical professional practices.
- Skilled in performing physical examinations, and routine clinical and emergency procedures.
- Ability to develop a therapeutic relationship with patients.
- Ability to take call on weekends and after hours.
- Ability to relate and interpret medical data.
- Ability to identify normal and abnormal findings and initiate appropriate follow-up.
- Ability to serve as a member of a team.
- Ability to provide direction and leadership to others.
- Ability to maintain records, and prepare reports and correspondence related to the work.
- Ability to communicate effectively with others.
- Ability to maintain favorable public relations.
- Current licensure as a Nurse Practitioner in the state of Michigan

#### Supervisory Responsibilities:

Oversees clinical functions of Medical Assistants under the direction of the Physician.

#### Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

#### Math Ability:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

#### Reasoning Ability:

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Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### **Computer Skills:**

To perform this job successfully, an individual should have knowledge of Microsoft Word; Microsoft Excel; electronic medical record software; practice management software; internet software

#### **Education/Experience:**

- Possession of a Bachelor of Science degree in medicine. Two or more years of professional critical care experience.
- Graduate of an accredited Nurse Practitioner program.
- Current licensure in good standing.

#### **Physical Demands:**

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 is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds.

The job duties require an employee to bend and/or stand for extended periods. The job duties require an employee to work under stressful conditions. The job duties require an employee to handle the physical demands of the work, including lifting.