

Job Description

Covered Bridge Healthcare of St. Joseph County

Position Title: Nurse Practitioner

Date: 08/15/2022

Reports to: Clinical Director/Medical Director

Status: Exempt

Position Summary: Working from a solutions-oriented approach delivers primary care commensurate with training and monitors clinical performance to ensure medical services and operations are in compliance with all applicable regulatory and licensing agencies. Also, the position serves as coach/mentor/trainer to clinical support staff, giving guidance in best practices, troubleshooting of medical services issues in priority of urgency according to Covered Bridge Healthcare of St. Joseph County (Health Center) policy and FQHC standards.

Responsibilities – Clinical:

- a. Performs health assessments, including a thorough history and physical examination, ordering or performing certain diagnostic tests, evaluation of the psychosocial and family aspects of the situation sufficient to make a general health assessment, and diagnose the nature of common acute and chronic conditions.
- b. Promotes and maintains family health, including planning of periodic health assessments and screening for early case findings, assessment and guidance about health hazards, good family health habits, family planning, mental and emotional problems and continued maintenance of contact and rapport with the family.
- c. Manages common acute and chronic illness, including minor trauma, episodic problems, common chronic disorders, as well as counseling and education with regard to such problems, performance of minor surgical procedures and initiation of life-saving procedures in emergencies.
- d. Works as a member of the health care team and assists in education of patients and the target community in preventive health care and health maintenance concepts.
- e. Is efficient in addressing/charting reviews with appropriate and accurate documentation within 7 days.

Responsibilities – Quality Improvement:

- a. Participates in the development and implementation of the Risk Management (RM) and Quality Improvement Program (QIP) for the center.
- b. Participates in training programs that focus on the components of RM and QIP.

Responsibilities – Other

- a. Undertakes special projects as directed by the Executive Director and/or Medical Director. Maintains strictest confidentiality. Performs other duties and related duties as required.
- b. Demonstrates commitment to, and understanding of, Health Center's commitment to quality, by modeling quality and service excellence in all internal and external relationships, and in performance of all duties and responsibilities of this position.

Job Requirements:

- a. Current, valid license to practice medicine in the State of Michigan, including DEA license and CPR, any required licensure.
- b. Demonstrated ability to work effectively independently and as part of a team, in collaborative settings, required.
- c. Excellent written and verbal communication skills required. Understands and is committed to maintaining highest level of confidentiality.
- d. Demonstrated ability to build the trust and respect of patients, staff, colleagues, external contacts, and other Health Center members.
- e. Excellent problem-solving skills required, including creativity, resourcefulness, timeliness, and technical knowledge related to analyzing and resolving medical problems.
- f. Sensitivity to needs of culturally and linguistically diverse patient and employee population.
- g. Excellent emotional coping skills, adequate to confront difficult emotional situations and emotional responses of others. Demonstrated ability to utilize computer technology and to willingness to develop and adapt to the evolving technological requirements of modern medical health center practices required.
- h. Valid Michigan Driver's License, insurance, and ability to travel as required to perform duties, including off site care programs.
- i. Graduation from a certified Nurse Practitioner or related program, which entails training as well as practice in the above, mentioned duties.
- j. Prefer previous experience, providing medical care within a community health center environment.

Working Relationships: As a representative of this facility, all comments, attitudes, actions, and behaviors have a direct effect on the center's image and perceptions of quality service. Interaction with patients, co-workers, supervisors, referral sources, guests, volunteer workers, interns, vendors, etc. must be in a manner that is friendly, supportive, courteous, respectful, cooperative and professional. This behavior should promote an atmosphere of teamwork that is congruent with the center's standards and guidelines to promote positive relations.