

MACT HEALTH BOARD, INC.

JOB DESCRIPTION

POSITION TITLE: FAMILY NURSE PRACTITIONER
STATUS: EXEMPT
DEPARTMENT: MEDICAL
SUPERVISOR: MEDICAL DIRECTOR
SALARY RANGE: MPS 15

POSITION SUMMARY:

To provide medical treatment as indicated and required to eligible Health Program patients as the Health Program Facility(ies) in Mariposa, Amador, Calaveras, and Tuolumne Counties, at such other locations as the Health Program may establish, and at such hospitals as may be utilized by Health Program patients.

PRIMARY RESPONSIBILITIES:

1. Provide primary health care and supportive counseling for medical problems to Native Americans, their family members and other members of the community in general medicine, pediatrics, gynecology, and family planning, and minor surgical procedures.
2. Evaluate and treat acute injuries and illnesses.
3. Provide preventative health services
4. Conduct and record physical examinations with assessment of normal and abnormal findings.
5. Maintain accurate medical records including appropriate tracking and follow-up.
6. Recognize cases that are beyond his/her professional capabilities and consult with Medical Director and/or clinic physician or follow clinic protocols. Assist clinic physician in updating of clinic protocols as needed.
7. Arrange all follow-up lab work, x-rays, outside patient care needs such as consultation with other specialized provider, and appointments with the Medical Receptionist.
8. Order and furnish drugs and devices according to standardized procedures, Federal Laws and Regulations, IHS Laws and Regulations, and California Laws and Regulations.
9. Participate in an after-hours call group to be arranged by the Medical Director.
10. Provide patient and family education for health promotion, risk management, and disease prevention.
11. Interface with community organizations, identify community resources, and assist patients and their families in utilizing resources.
12. Maintain and enhance professional knowledge and skills related to Indian Health Care by attending relevant continuing education courses.
13. Maintain licensure.
14. Act as a resource for staff and community in area of expertise.

15. Update Medical forms when appropriate.
16. Review and update clinic protocol.
17. Assist in inventory and ordering of supplies and equipment.
18. Participate in Quality Assurance Committee and maintains patient records according to QA guidelines.
19. In the event of occurrences such as; epidemic outbreaks, poisonings, fires, major accidents, deaths from unnatural causes, or other catastrophes and unusual occurrences which threaten the welfare, safety or health of patients, will be responsible for notifying the Department of Health Services, the local health department and the local fire authority as required.
20. Will be responsible to report such occurrences (as listed above) within twenty-four hours by telephone (and confirmed in writing) to the local health officer or the Department of Health Services as required. An incident report shall be retained on file by the clinic for one year.
21. Must adhere to the MACT Health Board, Inc. Corporate Code of Conduct.
22. Perform other Administrative and QA activities as needed.
23. Must complete EHR training.

MINIMUM QUALIFICATIONS:

1. Current California license as a Family Nurse Practitioner.
2. Must be CPR Certified.

MANDATORY REQUIREMENTS:

1. Must pass Occupational Health Screening.
2. Must possess a valid form of identification as listed on the U.S. Department of Justice I-9 form.

DESIRED ABILITIES:

1. One-year supervisory experience in ambulatory clinic or equivalent
2. This position requires an awareness and keen appreciation of Indian traditions, customs and socioeconomic needs and the ability, at all times, to meet and deal effectively in contacts with Indian health and tribal organizations, which requires tact, courtesy, discretion, resourcefulness and good judgment in handling functions of a sensitive nature.