NEW HOPE CLINIC, INC
Job Description

Position Title: Family Nurse Practitioner / Physician Assistant
Full/Part-Time: Part-time and Full-time
Location: Boiling Spring Lakes, NC & Shallotte, NC

Seeking a Nurse Practitioner, Physician Assistant or Physician to independently provide acute, chronic, and preventive medical care at New Hope Clinic.

Position Summary:
The licensed Nurse Practitioner or Physician Assistant works collaboratively with the Professional Staff and Executive Director to provide a wide range of primary care services which encompasses health promotion, injury and illness prevention, diagnosis, treatment and monitoring of commonly encountered health problems and injuries, monitoring of chronic health problems, and community development and advocacy. The Provider performs clinical and non-clinical duties as defined by the North Carolina Board of Nursing and/or the North Carolina Medical Board; following office policies, procedures and practices; with available resources.

Primary Job Duties:
• Determine and assess the health status of patients by reviewing records, taking comprehensive medical histories, and performing physical examinations; and record findings.
• Plan and oversee on-going treatment and clinical management of patients in stable phases of chronic illness, and general health maintenance of non-chronic, non-acute patients.
• Inform, counsel and instruct individuals and families on their specific health problems, test results, self-care, proposed treatment, clinic limitations and general health-related matters such as nutrition, social behavior, aging and substance abuse.
• Order and interpret laboratory, x-ray and other tests; or arrange for such procedures at other facilities.
• Prescribe medications according to proper clinical care and standards of practice
• Initiate and perform screening and diagnostic tests, including blood draws, cultures, skin tests, pap smears, ECGs, and other procedures appropriate for patient’s condition.
• Recognizes situations requiring specialty physician consult, such as acute conditions requiring immediate attention, changes in chronic conditions, mental and emotional disturbances, and communicable disease cases; consults with and makes appointments with physicians for patients.
• Consults with specialty physicians regarding patient’s conditions, diagnosis, treatment plan, medication orders and need for specialty care; keeps physician advised of patient status as necessary.
• Provide emergency medical treatment when necessary.
• Act as a clinical and administrative resource to clinical and non-clinical staff and volunteers; consults and confers with a wide variety of health and related care providers, such as public health nurses, social workers and mental health workers.
• Ensure charts, records and other documentation are complete and accurate; review material prepared by other staff for completeness and accuracy.
• Attend, participate in, and contribute to in-service education and staff training to maintain and increase skills, and to teach others.
• Assist with data gathering, collection, and reporting as needed for clinic management, patient outcome monitoring, and grant applications and reports.
• Assist with patient assistance program applications and prescriptions, and other programs and projects as assigned.
• Other duties as assigned.

QUALIFICATIONS, EXPERIENCE, EDUCATION
Minimum Qualifications:
• Must possess or be able to obtain a current North Carolina State License as Nurse Practitioner or Physician Assistant in good standing.
• Current DEA license, BCLS and ACLS certification.
• Supervisory experience.
• Proficient in phlebotomy.
• Meet continuing education requirements.
• Must have ability to complete required documentation and required written follow-up.
• Must submit to and clear a Criminal Background check.

Preferred Qualifications:
• Three years related experience in a clinical setting is recommended.
• Positive working experience with similar patient populations.
• Computer experience.

KNOWLEDGE, SKILLS, ABILITIES
• Knowledge of state laws and regulations and scope of work as Nurse Practitioner or Physician Assistant, responsibilities, professional principles, procedures and techniques as applicable within specific licensure.
• Knowledge of symptoms and normal course of acute and chronic illnesses, and their treatment.
• Knowledge of standard medical record-keeping and HIPAA requirements.
• Knowledge of procedures, techniques and tests for conducting comprehensive physical examinations.
• Knowledge of techniques and interpretations of standard laboratory test, x-rays, and basic diagnostic procedures.
• Knowledge of substance abuse symptoms, mental and emotional illness symptoms and intervention techniques.
• Knowledge of medications commonly used for a wide variety of medical conditions, and their effects, reactions and contraindications; proper handling and administration of medications.
• Knowledge of symptoms, prevention, reporting requirements, and treatment of child and adult abuse and neglect.
• Knowledge of normal and abnormal family dynamics; differing cultural, religious, social, and economic factors affecting community medical care patients.
• Knowledge of causes, control, detection, prevention, treatment and reporting requirements of common communicable diseases, including sexually transmitted diseases.
• Knowledge of community resources for medical care, mental health care and social services.
• Ability to effectively communicate with patients from various social, cultural, economic and educational backgrounds.
• Ability to work cooperatively with other medical care providers, medical and non-medical staff and volunteers, and partner agency staff.
• Ability to effectively intervene in cases of mental illness, substance abuse, and adult/child abuse and neglect.
• Ability to gain cooperation of patients in treating communicable and environmentally-based illnesses.
• Ability to accurately evaluate and diagnose medical conditions, including obtaining and assessing medical histories.
• Ability to work independently and apply sound medical judgment and department protocols in treatment, treatment planning and referral to physicians.
• Ability to recognize and take immediate action in emergency and immediate need medical cases.
• Ability to communicate clearly and concisely orally and in writing.
• Understand and work in manner consistent with organization's mission and values.
• Ability to maintain strict patient confidentiality.

All qualified applicants will receive consideration for employment without regard to race, color, sex, national origin, sexual orientation, religion, age, disability, marital status, veteran’s status or any other protected status under federal, state, and local law.