POSITION SUMMARY:
Provides primary healthcare in collaboration with physicians, and under the general supervision of the Hi-Desert Family Medical Clinic medical director. Manages selected cases according to established protocols. Prepares case histories, medical reports and other records. Prepares treatment plans. Orders x-rays and other diagnostic procedures. Writes prescriptions according to protocols. Refers acute and chronic care patients. Conducts health assessments utilizing diagnostic tools and laboratory tests. Provides patient education counseling. Performs other duties as requested by physicians or clinic director.

Position requires ability to make decisions for patient welfare based on medical findings and to develop and implement treatment plans. Must demonstrate compassion and patience to families and patients. Capable of working within designated clinical and nursing standards. Effective oral and written communication skills.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Provide patient medical services, which are limited to services within the training and experience of the practitioner, services in accordance with the Protocols of Patient Care, as amended, and in accordance with other policies and procedures as approved by the Hi-Desert Family Medical Clinic’s medical director, Administration and applicable state laws. The Hi-Desert Family Medical Clinic medical director will be the collaborating physician in accordance with California Board of Registered Nursing and with California Regulations.

2. Obtain complete, detailed, and accurate medical histories on patients. Review patient records to develop comprehensive medical status reports.

3. Performs health assessments and physical examinations, and records all pertinent patient data.

4. Collaborates with physicians and other health professionals.

5. Interpret and integrate patient data, for the purposes of establishing presumptive diagnoses, and the general workup of the patient by ordering appropriate laboratory studies, radiological and other special examinations or diagnostic procedures required for the evaluation of illness.

6. Synthesize data to determine a patient assessment and a therapeutic plan in accordance with established protocols.

7. Perform therapeutic procedures in accordance with clinic treatment protocols and as authorized by the medical directors. Within the scope of practice authorized, adapt and apply the principles, methods, and techniques of medicine to provide quality patient care.

Provide instructions and guidance and counseling regarding medical care matters to patients and their families.

Arrange for referral or refer patients to needed services that cannot be provided to patients in the clinic.

Interview and advice patients regarding health and illness prevention. Recommend community resources to meet patient and family needs as appropriate.

Assists physicians working in the clinic as necessary.

Deliver medical care services to patients at other locations, as authorized by the medical director and the Clinic Director.

Triage patient telephone calls and provide consultation, as requested.

Perform independent evaluations and treatment procedures in emergency situations.

Monitor patients and provide continuity of care between visits.

Record complete and accurate chart entries on patient transactions, writing orders, and recording progress notes summarizing patient clinical care. Maintain patient confidentiality.

Participate fully as a member of the clinic staff. This includes participating in developing, executing and periodically reviewing the clinic's written policies, Treatment Protocols, and the services provided to patients, participating in quality assurance review of the clinic's patient records, maintain patient records according to clinic policies and procedures, provide patient related information for business functions such as billing and as may be necessary to plan and evaluate services, attend required meetings and participate in committees as requested, participate in professional development activities and maintain professional affiliations.

OTHER RESPONSIBILITIES:

Attends required staff meetings.

Is punctual and prompt for work.

The policies and procedures for sick and unscheduled absences are followed.

Adheres to Hi-Desert Medical Center Dress and Grooming Standards policy.

Completes in-services and health exams as required by HDMC & JCAHO.

QUALIFICATIONS:

Graduation from an accredited school of nursing.

Graduation from an accredited nurse practitioner training program.

Current California RN license and possession of a current Nurse Practitioner Certification.

Current California Nurse Practitioner furnishing number [DEA]. OR

Graduation from an accredited physician assistant training program.

Current certification by the National Commission on Certification of Physician Assistants

Current California License to practice as a Physician Assistant issued by the California Board of Medical Quality Assurance

Valid National Provider Identifier (NPI) and an approved Medi-Cal/Care provider

BLS certification.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of professional medical practice and care to give and evaluate patient care.

Knowledge of the organizational policies, regulations, and procedures to administer patient care.

Knowledge of medical equipment and instruments to administer patient care.
4. Knowledge of common safety hazards and precautions to establish a safe work environment.
5. Skill in applying and modifying the principles, methods and techniques of medicine to provide on-going patient care.
6. Skill in taking medical history assessing medical condition and interpreting findings.
7. Skill in preparing and maintaining records, writing reports, and responding to correspondence.
8. Skill in developing and maintaining clinic quality assurance and a continuous quality improvement program.
9. Skill in establishing and maintaining effective working relations with patients, clinical staff, and public.
10. Skill in staff training.
11. Ability to maintain quality control standards.
12. Ability to interpret, adapt and apply treatment protocol guidelines and procedures.
13. Ability to recognize medical condition requiring consultation with the collaborating physician, and to work with the collaborating physician, in person or by phone, on these and other cases outside the scope of established protocols.
14. Ability to react calmly and provide effective medical care in emergency situations.
15. Ability to communicate clearly.
16. Must be insurable for professional liability.

**PHYSICAL REQUIREMENTS:**
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.

The employee must occasionally lift and/or move up to 20 pounds. While performing the duties of this job, the employee is regularly required to sit; use hands; and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl.

**ENVIRONMENTAL CONDITIONS:**
The work environment characteristics described here are representative of those an employee encounters while performing 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 at risk for exposure to blood and other body fluids, air-born pathogens and other infectious agents. During environmental disaster or mass casualty events, the employee may be required to work in outside weather conditions and become exposed to a hot, cold, wet and/or dry environment. The noise level in the work environment is usually moderate and the lighting good.

Employee: ___________________________          Date: ________________________________