



Genevive

Job Description: Nurse Practitioner

Job Title: Nurse Practitioner (NP)

Department: Clinical Care

Position Summary: The Nurse Practitioner (NP) works as a member of the medical team to provide health care to individuals by evaluating health problems and instituting therapy in collaboration with the supervising physician. Within the Physician-NP relationship, Nurse Practitioners exercise autonomy in medical decision-making and provide a broad range of diagnostic, and therapeutic services.

Supervision Received: Nurse Practitioner Clinical Leads

Supervision Exercised: None

Hours per Pay Period: 40-80

Classification: Full-Time

Exempt

Part-Time

Non-Exempt

Education/ Qualifications:

- Graduate of an approved Nurse Practitioner Program
- Certified by the American Academy of Nurse Practitioners or the American Nurses Credentialing Center or both
- Licensed by the Minnesota State Board of Nursing
- DEA License
- Three to five years of experience preferred
- Proof of current COVID-19 Vaccination or medical or religious exemption on file with Human Resources

Performance Requirements:

- Ability to maintain quality control standards
- Ability to react calmly and effectively in emergency situations
- Ability to interpret clearly and establish/maintain effective working relationships with patients, medical staff, and the public
- Work well independently in addition to being skilled in interdisciplinary collaboration
- Demonstrates effective written and oral communication

Essential Functions:

- Maintains and reviews patients' medical record, records history and physical examinations and progress notes required to evaluate medical problems.
- Synthesizes data to determine preliminary diagnosis and develops and implements treatment plan utilizing principles of prevention.



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- Collaborates with physicians in managing acute and long-term medical needs of patients while providing monitoring and continuity of care between provider visits.
- Participates in family conferences with physician partner.
- Writes and orders diagnostic studies and other special tests. Reviews tests and examination results and notifies appropriate persons.
- Interprets and integrates data and laboratory findings to determine appropriate diagnostic and therapeutic procedures and initiating or modifying treatment as necessary.
- Prescribes medications in compliance with the state law and Genevive guidelines.
- Instructs patient and family regarding medications and treatments. Provides patient and family education regarding health and illness.
- Triage telephone calls and provides consultation.
- Manages Medical Emergencies
- Provides the required billing information for services provided by the NP and maintains the documentation necessary for those services billed.
- Participates in professional development activities and maintains professional affiliations. Completes required number of continuing medical education (CME) hours and attends required meetings or committees as requested.
- Maintains patient confidentiality.
- Performs other duties as determined collaboratively by the supervising physician, NP, and administrators that are within the scope of practice of the NP.
- Maintains a copy of all professional records including current licensure, certification, continuing education, and other appropriate records to practice.
- Works with the Clinical Education Specialist and Precepts students

Physical/Mental Demands and Work Environment:

- Involves exposure to communicable diseases, medical prescriptions, toxic substances, and other conditions.
- Requires full range of body motion to get in and out of car, as travel is required.
- Frequent standing, walking, and sitting required for extended periods of time.
- Requires visual and hearing acuity.
- Able to lift a minimum of 25 pounds.

The 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 job functions.

Employee Signature _____

Date _____