

TUBA CITY REGIONAL HEALTH CARE CORPORATION
Job Description

Family Nurse Practitioner/Physician Assistant (Public Health)

Division:	Community Health Services/Medical Services	Reports to:	Public Health Program Director
Department:	Public Health Department	FLSA:	Exempt
Type of Position:	Full-Time	Effective Date:	August 12, 2020
HR Review by:		Approved by:	

POSITION SUMMARY

This position serves as Family Nurse Practitioner (FNP) or Physician Assistant (PA) at the Tuba City Regional Health Care Corporation, which involves performance of comprehensive diagnostic, primary health care services and public health services for patients of all ages in the Public Health Department and Community Health Services Division. Operates under the *clinical* supervision structure of the Medical Services Division, with day-to-day responsibilities under the Community Health Services Division. Responsibilities also include providing continuity of care between visits according to treatment plans for patient. **This is a Cares Act funded position.**

NECESSARY QUALIFICATIONS

Education:

Master of Science in Nursing or Doctor of Nursing Practice OR Master’s degree in physician assistant studies

Licensure/Certification:

- Must possess a valid, current, full, and unrestricted license to practice as a nurse practitioner OR physician assistant in any state within the United States, District of Columbia, or the Commonwealth of Puerto Rico
- Certification by the American Association of Nurse Practitioners (AANP) OR the National Commission for Certified Physician Assistants (NCCPA)
- Must have and maintain current Basic Life Support (BLS) certification by the American Heart Association

Experience:

- At least 1 year of experience as a Nurse Practitioner or Physician Assistant in evaluating and treating patients
- Basic computer skills or previous experience with an electronic health record system is required.

Credentialing:

Must be credentialed and privileged to serve on the TCRHCC Medical Staff

Other Skills and Abilities:

A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers. All employment references must address and indicate success in each one of the following areas:

- Positive working relationships with others
- Ability to work effectively in a culturally diverse environment; cultural competence
- Possession of high ethical standards and no history of complaints
- Reliable and dependable; reports to work as scheduled without excessive absences
- Must possess excellent communication and interpersonal skills to optimize the care of patients
- Ability to interact professionally during a time of crisis and distress; ability to show empathy
- Excellent clinical skills and judgment; critical thinking, especially as it relates to public health and infectious disease
- Responds effectively to sensitive inquiries or complaints
- Ability to work with minimal supervision

PREFERRED QUALIFICATIONS:

Other Preferred Skills and Abilities:

- Ability to speak Navajo, Hopi or San Juan Southern Paiute
- Geographical knowledge of the Navajo Nation and surrounding areas

ESSENTIAL FUNCTIONS

1. Provides comprehensive diagnostic, preventative, and therapeutic health care services to patients.
2. Provides case management services for patients with infectious diseases to ensure best possible outcomes in regards to the individual’s health, as well as to the public’s health. Provides medical care via telehealth and supports patients in obtaining in-person medical care when necessary.
3. Assists as assigned in infectious disease testing and/or immunization activities as a credentialed member of the medical staff. Must be comfortable in provider role related to infectious disease testing and initial medical care.
4. Provides telehealth medical visits for the purpose of informing patients of infectious disease diagnosis, providing medical care, and instructing on isolation and identifying contacts to prevent spread of infectious disease to others. Supports patients in obtaining medications for self-isolation.
5. Provides and documents services in order to maximize revenue generation, including all telephone calls. Documents visits in the medical records of patients including updating problem lists, medications, etc.

6. Supports the Community Health Services Division in various situations in which a clinician's expertise is necessary.
7. Interviews, assesses, and evaluates patients to determine their physical condition and type of medical services needed, and orders initial diagnostic studies appropriate for the patient's medical condition.
8. Performs a basic physical assessment using techniques of observation, inspection, auscultation, percussion, palpation and diagnostic instruments.
9. Discriminates between normal and abnormal findings to recognize early stages of serious physical, emotional, and mental problems.
10. Consults and collaborates with other health care professionals at Tuba City to establish health care plans and to review patient progress and response to therapy, including the use of referrals to Public Health Nursing, Community Connectors, and other TCRHCC services.
11. Adheres to medical regimens to stabilize chronically ill persons and adjusts regimens as clinically appropriate.
12. Makes decisions concerning medical care needs of patients consulting with physicians as appropriate.
13. Works collaboratively with physicians in the management of complex medical problems as appropriate to scope of practice.
14. Provides health care and preventive services to healthy individuals including immunizations, guidance in nutrition, common illnesses, accidents, substance abuse, exercise, and depression screening.
15. Teaches patients and family member's ways to maintain or improve their health status.
16. Responsible for prescribing medications including computation of doses.
17. Participates in performance improvement initiatives which may involve chart reviews.
18. Keeps abreast of the latest medical knowledge via CME as required by respective licensing agency.
19. Ensure proper PPE is worn at all times while on duty including but not limited to, face mask, gloves, gown, isolation gown, NIOSH-approved N95 filtering facepiece respirator or higher, if available), and eye or face shield.
20. Complete all donning and doffing tasks in a safe acceptable method and discard of used PPE accordingly. (see CDC website for most current updates)
21. Responsible for electronic health records data entry pertinent to patient service role.
22. Performs other duties as assigned.

PROBLEM SOLVING

Will use a broad range of diagnostic and therapeutic skills as well as social skills to address varied problems associated with rural and cross cultural medicine, in a public health and/or triage setting. Cultural awareness and empathy to stressful and sad life circumstances is expected.

MENTAL AND PHYSICAL EFFORT

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Physical:

Must be able to walk several hundred yards quickly, write well, hear well (for cardiac examinations) and see well for complete diagnostic skills. Work is performed in a clinic setting where exposure to infectious disease is common. Work may be performed outdoors in a variety of weather conditions, frequently while wearing full personal protective equipment.

Mental:

Interaction with emotionally disturbed patients is common. Also must be able to work evenings on a regular basis and handle the stresses of rural medicine.

IMPACT

Daily performance of duties has an impact on the overall quality of patient care service and public health service provided to the customers of TCRHCC.

NAVAJO/INDIAN PREFERENCE

TCRHCC is located within the Navajo Nation and, in accordance with Navajo Nation law, has implemented a Navajo/Indian Preference in Employment Policy. Pursuant to this Policy, applicants who are enrolled members of the Navajo Nation and who meet the necessary qualifications for this position will be given preference in hiring and employment for this position and applicants who are enrolled members of any other tribe who meet the necessary qualifications will be given secondary preference.

APPLICATION DECLARATION

In performance of their respective tasks and duties, all employees at TCRHCC are expected to conform to the following:

- ✓ Adhere to all professional and ethical behavior standards of the healthcare industry.
- ✓ Interact in an honest, trustworthy and dependable manner with patients, employees and vendors.
- ✓ Possess cultural awareness and sensitivity.

All employees must uphold all principles of confidentiality and patient care to the fullest extent. This position has access to sensitive information and a breach of these principles may be grounds for immediate termination.

I have read the qualifications and requirements for the position of **Family Nurse Practitioner/Physician Assistant (Public Health)**. To the best of my knowledge, I believe I can perform these duties.

Employee (Print Name)

Employee Signature

Date