

JOB DESCRIPTION

Title: **Nurse Practitioner-Senior Level**

Job Summary: The NP-Clinical Coordinator has the responsibility for assessing patient conditions and implementing care consistent with the Nurse Practice Act. Duties will include but not be restricted to attending to patient care per protocol (developed in conjunction with Nurse Practice Act and M.D.). Participate in specific patient management, case conference and in-service training. Performs traditional nursing duties in patient care, and shares “on-call” responsibilities with the other providers (if appropriate). Requires independent judgment and discretionary decision making. Also requires special training, education and certification as outlined below.

Job Duties: Administrative Responsibilities:

- (1) Coordinate patient services and referrals in accordance with case management protocols and procedures.
- (2) Assure that program(s) requirements have been satisfied for different programs including CHDP, HIV, CPSP, SOFP, EAPC, AB2450, and insurance programs.
- (3) Coordinate case management review meetings and assure that the medical team is functioning in accordance with policies, procedures, and program requirements.
- (4) Communicate with all medical providers individually in a timely manner, to assure that patients receive complete services in accordance with their own individual care plan.

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- (5) Assist in selection and hiring recommendation, evaluation, and training of Medical, Health Education, Laboratory assistance and other ancillary staff at his/her site in accordance with policies, procedures, and protocols established by NHSI.
- (6) Keep staff updated with their employee health requirements to comply with OSHA and Title 22 requirements.
- (7) Supervise medical assistants, health education assistants, laboratory services, radiology and medical records staff. Coordinates schedule to assure adequate coverage for clinic staff.
- (8) Collects and assesses report data for Quality Improvement. Assist in keeping regulations such as OSHA, CHDP, and Licensing up-to-date.

Clinical Responsibilities:

- (1) Assess individual patients under the supervision of the preceptor and rendering care.
- (2) Perform traditional nursing duties as directed.
- (3) Jointly develop preceptor criteria for patient selection and care with the Associate Director of Medical Services.
- (4) Share “on-call” responsibilities with the other providers (if appropriate).
- (5) Assist in planning and implementing quality improvement programs, guidelines and protocols.
- (6) Responsible for Maternal and Child Health Case Management and CHDP (as required).
- (7) In charge of HIV/Antibody tests counseling in accordance with established policies and procedures and in accordance with State and Federal requirements.
- (8) Participate in community functions, as appropriate.

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- (9) Assume other responsibilities as required.
- (10) Promotes and believes in NHSI mission statement “Health for All”.
- (11) Ability to relate to the public regardless of ethnic, religious and economic status.

Qualifications, Education, and Experience:

- (1) Completion of an accredited Family, Pediatric, Family Planning or OB/GYN Nurse Practitioner program; and licensed to practice nursing in the State of California or certificate from the State of California as a Nurse Practitioner, and/or licensed as a Nurse Midwife from the State of California; or certificate by the American College of Nurse Midwives.
- (2) Experience in multi-disciplinary approach preferred.
- (3) Bilingual in English and Spanish but not required.
- (4) Knowledge of preventive care and health maintenance required.
- (5) Must have current CPR card.

Responsible To: Director of Nursing

Classification: Full or Part Time Position, Exempt

Approved By: _____

Date: _____