



JOB TITLE: Nurse Practitioner
DEPARTMENT: Medical
REPORTS TO: CHIEF MEDICAL OFFICER

Statement of Duties

Duffy Health Center is a patient-centered medical home, and every role requires functioning effectively using a team-based approach. Position is responsible for providing professional medical care for Duffy Health Center patients at Duffy Health Center facility and outreach sites at the direction of Duffy Health Center. Consistent with the delineation of privileges, work includes examining patients, conducting systematic and comprehensive physical assessments, developing and monitoring plan of care for patients, and collaborating with the members of the integrated team of professionals at Duffy Health Center to provide for the overall well-being of patients. This position is deemed essential* in the DHC Emergency Operations Plan.

Position Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

1. Obtains detailed medical history from patients, records and maintains information in confidential patient medical charts.
2. Examines patients, conducts systematic comprehensive physical assessment, records and maintains information in confidential medical charts.
3. Prescribes appropriate medications and treatments, provides follow-up care, and evaluates the effectiveness of care.
4. Consults the Chief Medical Officer and specialist physicians as appropriate to optimize patient care.
5. Promotes patient health through education and primary prevention, provides patient education regarding medications, treatments, anticipated outcomes, and referrals.
6. May perform office procedures in accordance with privileges granted by the Duffy Health Center Board of Directors.
7. Works effectively with members of the Duffy Health Center team of professionals, as well as with outside agencies and organizations.



8. Responsible for after hours coverage as part of Duffy Health Center Medical call rotation.
9. Conducts research pertinent to patient care.
10. Meets agency productivity standards.
11. Performs routine administrative duties; prepares, records, and maintains client information in a timely fashion, using Duffy Health Center electronic medical records system.
12. Coordinates with patients and front-desk staff regarding appointment schedule, missed appointments, rescheduled appointments, and follow-up appointments.
13. Participates in peer review by performing chart review and working with the Quality Improvement Committee on quality improvement initiatives. Serves on one Duffy committee.
14. Attends and participates in staff meetings and other required meetings.
15. Maintains current licensure and certification for the position and participates in continuing medical education to stay abreast of practices and trends.
16. Other duties as assigned.

Recommended Minimum Qualifications

Education and Experience

A candidate for this position must have a master's degree in Nursing, with 3 to 5 years' experience in nursing as an RN. Experience working at a Community Health Center or with underserved or minoritized populations a plus.

Licenses and Certifications Required

Must be licensed as a Nurse Practitioner in the state of MA, and successfully complete the credentialing process; must maintain current DPH, DEA, NP, CPR, and CCH privileges.

Requirements under the DHC Emergency Operations Plan



During a declared Emergency, staff deemed as Essential Personnel are expected to work onsite at Duffy Health Center and Non-Essential Personnel are expected to work remotely. This position is Essential and therefore this position may be expected to work onsite during a declared emergency.

Knowledge, Skills and Abilities

A candidate for this position should have the following:

Knowledge of:

- Professional nursing and basic medical theory and practice (to a high degree)
- Nurse practitioner guidelines
- Rules, regulations, and policies of the health care facility
- Electronic medical records system and usage

Skill in:

- Conducting thorough patient examinations and obtaining detailed medical history
- Interacting effectively with homeless and at-risk individuals
- Appropriately managing emergency situations
- Interacting with other team members in a positive, respectful, and supportive manner

And ability to:

- Discriminate between normal and abnormal findings
- Develop treatment plans and provide patient follow up
- Function effectively as part of an interdisciplinary team with integrated primary care and behavioral health, and independently
- Maintain confidentiality of information
- Commit to the philosophy and mission of Duffy Health Center which serves the homeless and at-risk population, and to the team-based approach as part of PCMH
- Commit to high-quality, cost-effective care
- Interest in ongoing growth and learning. Have the ability and willingness to reflect on performance and identify areas for improvement efforts

Accountability

The nature of the professional or technical work means that errors in analysis, techniques or recommendations would probably be difficult to detect. Consequences of errors, missed deadlines or poor judgment could result in excessive costs, delay of service delivery, or legal repercussions.

Judgment

The work requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting, and applying complex financial, medical, mental, or behavioral health research as well as federal, state, and local regulations.

Complexity

The work consists of employing many different concepts, theories, principles, techniques, and practices relating to an administrative, medical, mental health, or behavioral health field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements; planning long-range projects; devising new techniques for application to the work, recommending policies, standards, or criteria.

Supervision Required

Under general direction, the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve, through experienced judgment, most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Nature and Purpose of Contacts

Relationships are constantly with co-workers, the general patient population and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance; OR one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect.



Work Environment

Working conditions involve exposure to intermittent machine or related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Work may also involve occasional mental stress, such as completing several unrelated tasks within a relatively short period of time.

Physical Demands

Work requires some agility and physical strength, standing or walking most of the work period, or helping clients or patients move. Occasionally, work may require lifting heavy objects and carrying them (up to 10 lbs.).

Motor Skills

Duties may involve close hand and eye coordination and physical dexterity. Manipulation and motor control under conditions which may require extreme accuracy may be critical. The manual skills required are comparable to those which might be needed in conducting laboratory tests, performing microscopic experiments, or administering injections.

Occupational Risk

Duties regularly present potential risk of injuries from improper exposure which could result in loss of time from work. Examples of injury include illness from exposure to communicable diseases or direct exposure to bodily fluids. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses may be required.

Confidentiality

Has access to some confidential information obtained during performance of regular position responsibilities, where the effect of any disclosure would probably be negligible or where the full significance of the overall confidential matter would not be apparent in the work performed.

Essential*

*Employees designated as “essential,” a standard Incident Command term used in Emergency Management, typically work on-site to provide direct clinical care or management of such.

Non-essential*

*Employees designated as “non-essential,” a standard Incident Command term used in Emergency Management, typically work off-site remotely to provide either clinical or administrative support to clinical operations.