

BEAVER ISLAND RURAL HEALTH CENTER

POSITION TITLE: Nurse Practitioner – Physician Assistant

DESCRIPTION ISSUED: October 2021

GENERAL DESCRIPTION OF POSITION –

Beaver Island Rural Health Center (BIRHC) health care practitioners are either nurse practitioners or physician's assistants who work in collaboration with or under the supervision of physicians. The health care practitioners work within their respective scopes of practice to deliver primary health care services, manage appropriate acute and chronic health problems, provide urgent and emergent services, and work in collaboration with the Beaver Island Emergency Medical Services to provide emergency services.

QUALIFICATIONS –

A physician's assistant (PA) will have specific PA education, professional PA certification, and State of Michigan licensure as a Certified Physician's Assistant (PA-C).

A nurse practitioner (NP) will be a State of Michigan registered nurse with advanced education for NPs, hold professional NP certification and State of Michigan certification as a nurse practitioner.

Applicants are required to satisfy certification and licensure requirements in advance of hire. If appropriate, applicants may be interviewed, considered for employment, and presented with a contingent offer of employment while their certification and/or licensure is pending.

Experience with emergency services and care, and experience working in a rural health center, with minimal supervision, are strongly preferred for a person in this position.

The ability to maintain patient privacy and confidentiality is required. This person must be able to work with little direction, be part of a productive team, communicate effectively and excel at interpersonal relationships. The utmost in professional behavior exhibited toward patients, staff, board members, and colleagues is required. The ability to be flexible and assume many jobs as part of the operations of a small health center is crucial.

JOB STATUS –

The Health Care Practitioner position is a salaried, full-time position with benefits. Health Care Practitioners are At-Will employees of the BIRHC.

WORK HOURS –

There are typically two health care practitioners employed and working. They share 24/7 coverage for services and must collaborate with the designated manager to develop a master 12-month work schedule, which notes days to be worked in the clinic, on call days, vacation, and education time. Efforts should be made to avoid having one practitioner work more than seven (7) consecutive days. Collaboration must exist on work schedules and be approved by the designated manager.

Relief practitioners shall be utilized for those situations where neither employed practitioner is working, for instance for vacations or education time. A practitioner may choose to work extra days (serve as the relief person) for the other practitioner as long as the designated manager approves and determines the term.

SUPERVISION & REPORTING RELATIONSHIPS –

NPs are accountable for services provided within their scopes of nursing practice, but the supervising physician is responsible for all medical services provided in a delegated capacity. Overall, the health care practitioners report directly to the designated administrator/manager of BIRHC, or as specified by the board of directors. The supervising and collaborating physician(s) maintain authority regarding appropriateness of clinical services, and the physicians work closely with the designated manager and BIRHC practitioners to ensure appropriateness of care.

DUTIES and RESPONSIBILITIES –

1. Works as a member of a clinical team to provide primary care and urgent health care services, in concert with the mission of the health center, while maintaining collaborative peer relationships with all the clinical team.
2. Provides health care services mainly at the health center, but may do occasional home visits, as appropriately identified.
3. Develops, implements, and evaluates plans of care utilizing sound clinical judgment based upon patient needs.
4. Adheres to exercising safe and effective infection control practices, in accordance with the Clinic's policies and procedures and general industry standards, while using equipment and providing patient care.
5. Uses references and resources, including any clinical guidelines that are appropriate and generally consistent with those identified by other practitioners on the team, including the physician.
6. Consults with physician(s) as appropriate.
7. Displays leadership in identifying and evaluating issues and implementing processes to improve clinical programs.

8. Completes all medical records and encounters thoroughly, accurately and in a timely manner, ensuring proper diagnostic and procedure coding and immunization records, thereby facilitating effective continuation of care and claims.
9. Trains, coordinates and oversees the work of clinical assistant if applicable, maintaining accountability for the clinical services performed by that individual.
10. Participates in the orientation of new employees regarding clinical functions.
11. Works collaboratively with all office staff and assists with non-clinical tasks as needed
12. Follows all policies and procedures regarding confidentiality and privacy.
13. Ensures medical equipment is in proper working order.
14. Maintains responsibility for stock of medications and other supplies, and places orders when needed.
15. Participates in peer review activities.
16. Collaborates with Beaver Island E.M.S. to ensure patients get the highest quality of care possible.
17. Performs other duties as required.

WORKING CONDITIONS –

Work is generally done in a clinical office environment, but occasionally home visits may be required. Some tasks may produce potential for injuries (e.g., cuts, needle sticks, and lifting patients) and exposure to blood, contaminated, hazardous materials or other health hazards. Practitioners may need to work for prolonged periods (greater than 8 hours) during any 24-hour period based upon patient need.

CONDITIONS OF EMPLOYMENT/REQUIREMENTS –

1. All employees must comply with the Clinic's drug and alcohol policy. If an offer of employment is extended to an applicant, that offer may be contingent upon successful completion of a urinalysis.
2. If an offer of employment is extended to an applicant, that offer is contingent upon successful completion of a background check.
3. Applicants must possess a valid Michigan driver's license.
4. Employees must comply with the Center's seasonal influenza and Coronavirus Disease (COVID-19) Vaccination programs, which generally mandate vaccination. The Clinic administers these programs in compliance with state and federal law.
5. The person in the Nurse Practitioner position: frequently communicates with patients and staff and must be able to accurately receive and provide information; frequently performs medical examinations and must be able to assess the mental and physical well-being of patients; frequently moves items

weighing 15 pounds or less; must be able to maintain a stationary position for extended periods of time; and, must be able to move about inside the Clinic for extended periods of time.

The Beaver Island Rural Health Center is an Equal Opportunity Employer who complies with the Americans with Disabilities Act and provides reasonable accommodations to qualified disabled individuals.

Position description reviewed:

- March 2004, by S. Solle and A. Brennan. Revisions made.
- September 2021, by J. Martin, T. Radionoff, A. Partridge & L. Visser. Updates made.
- October 2021, by F. D'Andraia, L. Visser, A. Partridge & Legal Counsel. Additions & Revisions made.