



Job Description

Job Title: Nurse Practitioner (NP)
Department: Specialty Clinic
Reports To: Director of Surgical Services/Chief Executive Officer/Chief Medical Officer
FLSA Status: Exempt
Prepared By: Human Resources
Prepared Date: 12/24/2018
Approved By: Chief Executive Officer
Approved Date: 12/2018
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SUMMARY

The Nurse Practitioner (NP) is responsible for managing the care of patients in the area of orthopedics and wound care services.

The NP is responsible for managing the care of patients who suffer from a range of musculoskeletal conditions including administering treatments, prescribing medications, analyzing x-rays, conducting physical exams and providing pre and post-operation care. The NP is also responsible for the implementation of skin/wound care procedures and management. The NP works closely with physicians and nursing staff to coordinate patients' care.

The NP shall provide care under the guidelines established by the policies and procedures of Bigfork Valley, and is responsible for providing continuity of patient care through patient education, evaluation, treatment, and follow-up planning.

Services provided by the NP at Bigfork Valley must be in accordance with the laws of the State of Minnesota governing such services and the Bigfork Valley Medical Staff Bylaws. The NP is governed by the Minnesota State Board of Nursing. The scope of the NP's practice will be determined by the Standard Scope of Practice as approved by the Minnesota State Board of Nursing.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Facilitate, perform, evaluate and record patient consultation and health history review.

Perform physical examinations and screenings to identify priority of care needs.

Diagnose and treat patients with consultation as needed from supervising physician and in accordance with guidelines set forth by the Minnesota State Board of Nursing.

Order, administer, review and interpret tests.

Order diagnostic studies for laboratory, imaging, and other related tests.

Review and interpret test results and initiate or modify treatment as necessary.

Detect and react to changes in patient health condition.

Analyze and interpret data, formulate problem lists and establish plans for solution of clinical problems.

Recommend further treatment options or future appointments as needed.

Provide after-care and ongoing care information and resources to patients and their families.

Consult with other healthcare professionals as needed.

Deliver quality care while complying with Bigfork Valley policies, safety guidelines, and state and federal law and regulation.

Provide referrals to available specialists for conditions which

Refer patient's care to available specialists for any condition that requires expertise beyond which he/she is able to offer. The NP shall contact the physician specialist as indicated and provide all information at his/her disposal to ensure quality medical care to the patients.

Maintain adequate patient health records. All medical encounters (orders and progress notes) are to be reviewed and signed indicating responsibility for correctness and validating content.

Analyze and interpret data, formulate problem lists and establish plans for solution of clinical problems.

Participate in policy development, execution, and periodic review of written policies governing the services of the orthopaedic clinic.

Maintain a copy of all professional records including licensure, certification, continuing education, insurance, and other appropriate records to practice at the clinic.

Participate in staff development.

Perform other duties as requested.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Uses intuition and experience to complement data; Designs work flows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills - Pursues training and development opportunities; Strives to continuously build knowledge and skills.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Managing People - Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Fosters quality focus in others; Improves processes, products and services.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Business Acumen - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

Adaptability - Manages competing demands; Changes approach or method to best fit the situation.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Meets challenges with resourcefulness; Generates suggestions for improving work; Presents ideas and information in a manner that gets others' attention.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required or preferred. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Individual must be able and willing to travel for meetings.

The NP must be able to communicate with staff, patients and visitors with dignity and respect. Contact with visitors and the public is frequent. Contact with other department personnel and medical staff is frequent.

SUPERVISORY RESPONSIBILITIES

None.

EDUCATION and/or EXPERIENCE

Currently licensed as an Advanced Practice Nurse Practitioner in the state of Minnesota. Three to five years of progressive clinical nursing experience in orthopaedics.

Obtains and maintains appropriate certification for practice areas in orthopedics and wound care.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge and experience using personal computers, internet software, Microsoft Excel and Microsoft Word, and electronic health records charting system.

CERTIFICATES, LICENSES, REGISTRATIONS

Those that are required to perform essential duties and responsibilities. Current and unrestricted, unlimited and unconditioned license to practice advanced practice registered nursing in Minnesota required. Authorized by the Drug Enforcement Agency to prescribe legend drugs. CPR and ACLS preferred.

OTHER SKILLS AND ABILITIES

Support and provide a positive motivating environment for providing primary healthcare. Support and provide a multidisciplinary approach to holistic primary patient care. Support and evaluate the quality and effectiveness of primary care practice.

PHYSICAL DEMANDS

The physical 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 functions.

While performing the duties of this job, the employee is frequently required to use hands and fingers to handle or feel; reach with hands and arms; walk, talk and hear. The employee is occasionally required to sit and stoop. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, far vision, color vision, peripheral vision, depth perception and ability to maintain focus and concentration.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to toxic or caustic chemicals, and blood borne pathogens. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, risk of electrical shock, and risk of radiation. The noise level in the work environment is usually moderate.

I have read this job description and agree to work as assigned.

Employee Signature

Date