

**TITLE:** Nurse Practitioner  
**CLASSIFICATION:** Exempt  
**REPORTS TO:** CEO & Physician Partners

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **SUMMARY**

The Nurse Practitioner assesses and directs the care of patients in collaboration with the healthcare team. Assumes responsibility and is accountable for adherence to WC policies and procedures, as well as all applicable federal and state laws as they pertain to healthcare and employment.

### **ESSENTIAL DUTIES**

- Provides a high level of care that is compassionate and responsive to patient needs and expectations.
- Assesses and documents patient status through chart review, interview, and physical examination.
- Provides medical care, consultation, and collaboration, coordination, and referral services.
- Formulates and documents health care plans with participation from patient, physician, and other health care professionals.
- Promotes wellness using education, counseling, and written materials.
- Receives, organizes, prioritizes, stores, and maintains transmittable information utilizing electronic technology.
- Recognizes and responds to emergencies, obtaining assistance from and/or referring to physicians when appropriate.
- Responsible for protecting Personal Health Information (PHI) and maintaining compliance with WCs Privacy Policy. Uses the minimum PHI necessary when completing assignments.
- Promotes, establishes, and maintains open and effective communications with all members of WC. Serves as communication liaison between the physician and the patient. Educates the patient as directed by physician in health maintenance, disease prevention, and compliance with treatment plans.

### **EDUCATION AND EXPERIENCE**

- Must possess education commensurate with state licensure requirements for practice capacity (Physician Assistant, Nurse Practitioner or Certified Nurse Midwife) in the state of Oregon with prescriptive privileges.
- C-Sections/First Assist in surgery experience beneficial.
- Previous experience in women's health, gynecology, and/or obstetrics.
- Current Basic Life Support certification.

## COMPETENCIES

- Exceptional organizational and time management skills to ensure maximum productivity.
- Exceptional verbal, written, and interpersonal communication skills with the ability to apply common sense; to carry out instructions, write reports, correspondence, and speak clearly to patients, employees and owners.
- Ability to deal with complex problems involving multiple facets and variables in non-standardized situations.
- Ability to work with little supervision while performing duties.

## SUPERVISORY RESPONSIBILITY

This position does not supervise any employees.

## WORK ENVIRONMENT AND PHYSICAL DEMANDS

This job operates in a professional medical office environment. Requires the ability to work under pressure and with a diverse population including staff, physicians, patients, vendors, and other members of the public on a regular basis. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. This position will have frequent exposure to contagious diseases; bodily fluids including blood; toxic substances; medicinal preparations and other conditions common to a clinical environment.

This position requires up to 10% travel to other WC clinic locations for meetings and/or training.

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 essential duties.

- Frequently required to talk, hear, and/or communicate, convey or exchange information in a clear and concise manner.
- Frequently required to stand, walk, and/or move about the office to assist physicians, patients, and to accomplish tasks.
- Frequently required push, pull, reach, and/or transport supplies and or equipment to various locations within the office. [10-50 pounds.]
- Frequently required to have full range of body motion in order to assist, move, and/or lift patients. [75+ pounds.]
- Frequently required to perceive attributes of objects, such as size, shape, location, by touching, particularly with fingertips.
- Frequently required bend, sit, stoop and stretch.
- Requires close visual acuity to perform an activity such as viewing a computer terminal; reading professional journals, technical procedures; and analyzing data and figures.
- Frequently uses arms, hands and fingers for grasping, pushing/pulling, twisting/turning of wrists, and manipulating in the performance of various clerical duties such as typing, writing, and maintaining files; and/or to operate medical and technological equipment.