



JOB DESCRIPTION

POSITION:

Reports to:

Approved:

Revised:

Department:

FLSA:

PA-C OR FNP-BC
Chief Medical Officer

April 14, 2013; September 22, 2016; April 5, 2018

Clinical

Exempt

Basic Function: Under the direction of the Chief Medical Officer, the Physician Assistant or Family Nurse Practitioner (both Board Certified), working within a patient centered care team, provides health care services to clinic patients utilizing professional skills in providing diagnosis and treatment of acute and chronic health problems along with preventative care focused on health risk factor reduction within the scope of licensing, training, and privileging/credentialing. Provides care consistent with medical best practices and the policies/procedures/protocols of the Agency.

Essential Functions:

1. Provides direct patient care to clinic patients as outlined in the provider's current work agreement. For Physician Assistants, provides this care under the general supervision of an assigned physician.
2. Elicits information related to the patient's medical history and records into the Agency's approved EMR/EHR system. Examines the patient for symptoms or to determine physical information. Orders, interprets, and executes various tests and diagnostic images to provide information on patient's condition. Analyzes reports and findings of tests and examinations to present accurate diagnoses. Refers patients to medical specialist(s) for consultant services when necessary for further evaluation and treatment.
3. Conducts physical examinations to provide information needed for admission to school and consideration for jobs or sports activities, or for insurance eligibility. Completes paperwork for disability or time-off-from-work claims.
4. Administers or prescribes treatments. Prescribes medications, dosage, and schedule in accordance with patient diagnoses, condition, and allergies.
5. Promotes health and wellness by advising patients about diet, physical activity, and hygiene along with methods for prevention of disease.
6. Performs minor in-clinic surgical procedures with surgical competency when appropriate for specialty and training and after approved by CMO to perform such procedures.
7. Participates in peer review activities as directed by the CMO and advises management on performance deficiencies of medical providers and clinical auxiliary personnel.
8. Complies with CHC Standards of Conduct and Corporate Compliance.

Secondary Functions:

9. Participates in quality improvement and Patient Centered Medical Home (PCMH) recognition activities.
10. Contributes to the training and proficiency of clinical personnel including PA, NP, and nursing students.
11. Participates in community outreach activities such as health fairs, classes, and community events.

12. Uses PPE as appropriate.
13. Understands role in Disaster Plan and that safety is a condition of employment.
14. Follows CHC's policies and procedures.
15. Serves on various CHC and community committees as required/requested.
16. Attends meetings, seminars, and conferences as appropriate to ensure skills and knowledge remain current and requests CME time and reimbursement per current Agency policy. Completes required annual Agency training.
17. May travel to other sites to provide coverage.
18. Other duties as assigned.

Minimum Qualifications:

1. Ability to perform each essential function duty satisfactorily with or without reasonable accommodation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. PA: Graduate of an accredited Physician Assistant program with a current and valid Arizona State license with prescribing authority.

FNP: MSN and a graduate of an accredited Nurse Practitioner program with a current and valid Arizona State license with prescribing authority.

3. Valid DEA number.
4. Board Certified.
5. Ability to become credentialed with Canyonlands' contracted health plans.
6. Must not be excluded from participation in federal health care programs (as determined by the OIG).
7. CPR certified (BLS/ACLS).
8. Possess a valid driver's license.
9. Ability to read, write and speak clearly understandable English.
10. Willingness to work flexible schedules to accommodate clinic patients and local communities. Familiarity with the pace of primary care and working with an interdisciplinary team, and strong communication skills.
11. Good interpersonal and human relations skills are required. Must possess skills to empathize and care for a variety of patients, including low-income and diverse cultures and treat everyone (internal and external customers) with respect and dignity.
12. Ability to maintain confidentiality at all times in all situations and follow the laws and intent of the most current HIPAA laws and regulations and Canyonlands' security and privacy policies.
13. Above average computer skills to operate and/or learn Agency's current EMR/EHR system.

14. Above average ability to quickly analyze, comprehend, and create written/verbal medical and business communication and documentation.

Preferred Qualifications:

1. Two (2) years of directly related clinical experience in an ambulatory care setting.
2. Multi-lingual (English/Spanish/Navajo) language skills.
3. Extensive working knowledge of the NextGen EMR system. Knowledge of Microsoft programs with the ability to effectively communicate using Outlook.

Appearance Standards:

This position shall follow the appearance standards as outlined in Canyonlands' Personnel Policy "*Dress and Personal Appearance*".

Physical Requirements:

Provider Staff - All Levels				
	Not Applicable	Occasionally	Frequently	Constantly
Stand			X	
Vision - near				X
Vision – w/assistance				X
Walk			X	
Sit		X		
Handling				X
Reach outward			X	
Reach above shoulder			X	
Climb		X		
Crawl	X			
Squat/kneel		X		
Bend		X		
Lift/Carry				
10 lbs or less		X		
11-20 lbs		X		
21-50 lbs		X		
51-100 lbs		X		
Over 100 lbs	X			
Push/Pull				
12 lbs or less		X		
13-25 lbs		X		
26-40 lbs		X		
41-100 lbs		X		
Not applicable	Activity does not apply to this position			
Occasionally	Position requires this activity up to 33% of the time (0-2.5 hrs per day)			
Frequently	Position requires this activity from 33%-66% of the time (2.5-5.5 hrs)			
Constantly	Position requires this activity more than 66% of the time (5.5 hrs +)			

OSHA CATEGORY CLASSIFICATION:

I understand that the duties that are required of me place me in a Category I.

While performing the duties of this position, the employee is exposed to weather conditions prevalent at the time. The employee may experience exposure to dust, pollens, pollutants, fumes, and communicable diseases as related to the health care environment. The noise level in the work environment is usually moderate.

Travel ☒ is ☐ is not required. It is anticipated that travel will be: ☒ 5% – 10% ☐ 50%-75%
☐ 10% – 25% ☐ 75% - 90%
☐ 25% – 50%

The specific statements shown in each section of this Job Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The job's responsibilities/tasks may be modified and/or expanded over time. **Canyonlands will inform the employee when changes in the respective job description are made.**

I have read and understand the duties / physical requirements indicated in this job description and acknowledge that I am able to perform these duties with or without reasonable accommodation. **I understand that failure to adhere to these responsibilities could be grounds for disciplinary action.**

Print Name

Signature

Date _____