



Heart of Ohio Family Health Centers

Job Description: Certified Nurse Practitioner

Reports to: Chief Medical Officer

Supervises: N/A

Classification: Contract/Salary

The Certified Nurse Practitioner provides medical services to the patients of Heart of Ohio Family Health in acute care and the clinical office setting in a holistic approach.

Work Schedule: Full Time, Monday through Friday during standard business hours; times are subject to change due to business necessity.

Job Duties:

- Maintains strict patient confidentiality **at all times.**
- Completes patient history and physical.
- Documents all patient care provided according to policy and Standard of Care Agreement
- Formulates and directs plan of care for the patient as according to Standard of Care Agreement
- Refers to other Providers as needed.
- Prescribes medications in accordance with Ohio revised code and Ohio Administrative Code and Formulary provided by the Advanced Practice Nursing laws.
- Complies with State Advanced Practice Nursing Guidelines/Law on Practicing Medicine.
- Directs patient education for health education, maintenance, emotional and physical needs.
- Participates in Medical Staff activities at Heart of Ohio Family Health.
- Participates in Performance Improvement Program.
- Utilizes supplies in a cost-effective manner.
- Demonstrates effective communication skills.
- Establishes and maintains professional working relationship with other members of the health care team.
- Participates in planning and problem solving.
- Participates in continuing education and professional growth.
- Attends Provider staff meetings.
- Maintains knowledge of, and complies with, personnel and medical, policies and procedures.
- Assists other team members.
- Serves as a role model for clinical staff.
- Adheres to the standards and policies of the Organizational Privacy/Security and Compliance Programs, including the duty to comply with applicable laws and regulations (HIPAA, OSHA, OIG, guidelines, other State and Federal laws). This also includes reporting to the Board of Directors, Compliance Officer, Manager, and suggestion box, any suspected unethical, fraudulent, or unlawful acts or practices.
- Performs other related duties as assigned.

Job Qualifications (Experience, Knowledge, Skills and Abilities)

- Must hold a diploma from an accredited School of Advanced Practice Nursing and have equivalent certification by American Nurses Association
- Licensed to practice in the State of Ohio
- Board eligible or certified in Family Nurse Practitioner
- Nursing experience in ambulatory care setting (3-5 years preferred)

Physical Demands and Requirements: these may be modified to accurately perform the essential functions of the position:

- Mobility = ability to easily move without assistance
- Bending = occasional bending from the waist and knees
- Reaching = occasional reaching no higher than normal arm stretch
- Lifting/Carry = ability to lift and carry a normal stack of documents and/or files
- Pushing/Pulling = ability to push or pull a normal office environment
- Dexterity = ability to handle and/or grasp, use a keyboard, calculator, and other office equipment accurately and quickly
- Hearing = ability to accurately hear and react to the normal tone of a person’s voice
- Visual = ability to safely and accurately see and react to factors and objects in a normal setting
- Speaking = ability to pronounce words clearly to be understood by another individual

Indicate Frequency of Factors that Contribute to this Position:

<i>Factor</i>	<i>Frequency</i> , 0 = never, 1 = occasionally, 2 = normally, 3= often, add explanation where needed
Normal, steady work pace	2
Randomly changing work pace	1
Fast, sometimes chaotic, high stress work pace	2
Independent decisions made without supervision	2, often consults with CMO
Exposure to trauma, grief, death, etc	1
Exposure to disease or bacteria	1, business office next to clinical area
Handles closed containers or vials of patients’ bodily fluids or tissues	2
Required to wear safety clothing or equipment	2
Handles money or financial accounts (cash,	0

checks or credit cards)	
Interacts personally with public and business associates	1
Interacts with public and business associates via the telephone, letter, or other non-face-to-face measure	0

I have reviewed this job description and understand the responsibilities, essential functions, environmental factors, and qualifications included within.

I have received a copy of my job description and will perform the responsibilities and functions included within it and I am qualified to perform them.

Certified Nurse Practitioner Signature

Date

Human Resources Officer

Date