



Family Nurse Practitioner

Health Clinic, Nursing

JOB SUMMARY

The nurse practitioner is required to work in collaboration with and under the direct and indirect supervision of a physician, utilizing mutually approved written protocols, providing primary health care to students and eligible members of the state college community in the form of primary prevention, health education, assessment and treatment of health problems in accordance with the Nurse Practice Act and rules and regulations established by the state of Georgia.

MAJOR DUTIES

- Obtain complete, detailed and accurate histories; review patient records to develop comprehensive medical status reports; order laboratory, radiological and diagnostic studies appropriate for the condition of the patient.
- Perform complete physical examinations and record pertinent data in the electronic medical record.
- Analyze, interpret, and evaluate subjective and objective findings to develop an assessment in order to initiate a treatment plan or referral to appropriate physician or provider.
- Collaborate/consult with the physician as indicated. Consult, refer, and collaborate with other disciplines involved in the delivery of total patient care.
- Devise, implement, and evaluate plans of care, utilizing sound clinical judgments based on assessment of the physical, psychological, emotional, societal, and environmental needs of the patient.
- Promote healthy living through education and primary prevention. Provide patient education regarding medications, treatments, anticipated outcomes, and referrals.
- Provide preventative health education seminars to student population.
- Provide appropriate documentation in the medical record.
- Attend and participate in staff meetings and committee meetings. Participate in continuous quality improvement activities of the department.
- Promote collegial relationships with other clinical staff and providers in the community.
- Demonstrate evidence of continuing professional growth by involvement in continuing education, peer review, and the review of protocols and procedures.
- Maintain current licensure, national certification, and Georgia Board recognition as a nurse practitioner.
- Act as a role model in all aspects of public conduct for students and staff, both within the department and the community.
- Participate on committees within the department.
- Maintain confidentiality of all patient medical records.
- Follow all safety and other risk management policies in performance of work.
- Maintain, repair and clean tools, equipment and work areas.
- Provide all medicine in accordance with accepted practice standards of care, protocols, and state licensing guidelines.
- Perform other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the fields of nursing.
- Knowledge of program accreditation requirements.
- Knowledge of program assessment and strategic planning strategies.
- Knowledge of budget development and management principles.

- Knowledge of college program requirements.
- Knowledge of classroom practices, teaching methodologies, assessment systems, and educational technology.
- Ability to perform accurate and thorough physical assessments, including Pap smear, STD screening, breast exam, prostate and testicular exams.
- Ability to document concise, appropriate, significant information related to patient assessment.
- Ability to develop plan of care and treatment that meets patient needs.
- Ability to educate patient on health maintenance and illness prevention practices including, contraceptive management, dangers of high risk behavior, pregnancy alternatives, care of pregnant patient in first trimester prior to first appointment with OB/GYN physician.
- Ability to perform technical skills including, venipuncture, administration of intravenous fluids including IV push medications, obtaining and reading wet mounts, incision and drainage of wounds, dressing changes, suture removal, repair of simple lacerations using suture, skin adhesive or staples, burn care, EKG, cryo-therapy of simple warts, other minor office based surgeries, treatment of STD lesions, obtaining cultures, nebulizer treatments, including measurement of O2 saturation and peak expiratory flow rate, nail punctures, and administration of oxygen.
- Ability to identify emotional needs of patient and make referrals if necessary.
- Ability to interact in a professional manner with superior, peers, and subordinates.
- Ability to function effectively during times of stress.
- Ability to serve as a role model to students, peers, faculty and staff, and the community at large.
- Skill in the delegation of responsibility and authority.
- Skill to make timely decisions.
- Skill in the operation of computers and job related software programs.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Chair assigns work in terms of division goals and objectives. The supervisor reviews work through conferences, reports, and observation of school activities.

GUIDELINES

Guidelines include college policies and procedures; University System of Georgia policies and procedures; SACS and other accreditation standards and requirements; faculty, staff and student handbooks; and relevant state and federal regulations. These guidelines require judgment, selection and interpretation in application. This position develops school guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management duties. The variety of tasks to be managed combined with frequent interruptions contributes to the complexity of the position.
- The purpose of this position is to assist in directing the operations of the Division of Science and Mathematics. Success in this position contributes to the successful recruitment and training of qualified students.

CONTACTS

- Contacts are typically with co-workers, other college personnel, faculty, staff, students, representatives of other colleges and universities, alumni, representatives of the Board of Regents, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, to motivate or influence persons, or to justify, defend or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while standing and walking while intermittently sitting.

- The work is typically performed in an office.
- Possible exposure to chemicals such as disinfectants, cleaners, soaps, etc.
- Possible exposure to latex, plastic, and other materials used for personal protective equipment
- Exposure to unpredictable behaviors
- Possible exposure to bio-hazardous materials, including pathogens

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over health clinic personnel.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of ANA approved Nurse Practitioner training program or equivalent requirements to meet state licensure; BLS required; ACLS preferred.
- Current CPR Certification, national certification through ANCC or NCC, Georgia State RN and NP licenses in good standing and active DEA registration and prescribing privilege or eligible for these.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Thorough and working knowledge of all communicable disease and injuries in patients of all ages, and familiarity with less communicable diseases and injuries in patients of all ages.
- Working knowledge of state health care laws, licensing, board regulations and prescribing regulations.