**Job Description**

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| **Title:** Nurse Practitioner | **Reports To**: Medical Director  Matrix: |
| **Salary Range:** $ | **Status:** Exempt Full Time |
| **Work Location**: Raphael Health Center, Inc. | **Date Reviewed**: 5/6/03  06/2009, 09/2010 |

Required Education, Certification, Experience and Skill:

* Bachelors of Science in Nursing from an accredited University
* Completion of an MSN degree with requirements for prescriptive privileges
* Current Indiana license as Registered Nurse
* Training in obstetrics, gynecology, family practice and/or pediatrics
* Two to three years professional NP experience preferred
* Professional knowledge and application skills obtained as component of Nurse Practitioner program in areas of patient assessment and management
* Effective oral and written communication skills
* Knowledge of nursing theories, behavioral concepts, specialty treatment and community resources, state and federal laws regulating medical profession
* Bilingual in Spanish preferred

Scope of Tasks & Responsibilities:

* Assess patient’s physical and psychosocial status
* Obtain medical history, review chart, order and review test and laboratory results
* Accurately assess patient needs and make judgments regarding care
* Perform physical examination, routine pap and pelvic exam, breast exam, post-AB
* Develop care/treatment plan with patient and family. Identify treatment and service needs and facilitate referral for home visits, specialty healthcare, etc.
* Provide health education and counseling for preventive health care, medication administration and therapeutic treatment
* Work as a member of health professional team
* Participate in development and implementation of policies, procedures, nursing standards, clinical protocols and continued professional growth
* Participate in committees as needed [eg. Emergency Response, Open Access, Refugee Health, etc.
* Maintain communication with Bellflower Clinic Disease Intervention Specialists for STD reporting
* Dispense/administer medication in accordance with prescribed orders and protocol
* Maintain appropriate records and prepare statistical data
* Order medical equipment and pharmaceutical supplies
* Attend regularly scheduled meetings
* Function independently and handle a variety of responsibilities while working with all staff levels
* Commitment to and ensure work is operating in a manner consistent to the Raphael Health Center mission
* Treat patients, visitors and coworkers with respect and dignity
* Other duties as assigned

Supervision:

* No supervisory responsibilities

Requirements:

The physical, mental and environment conditions for Scope of Work Responsibilities are specified by the use of F for frequently, O for occasionally, and N for not at all.

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| PHYSICAL | MENTAL | ENVIRONMENTAL |
| On the job the employee must:  (F) Bend (F) Sit  (F) Squat (F) Stand  (N) Crawl (F) Walk  (O) Climb  Push/Pull  (N) Kneel  (F) Handle objects/manual  dexterity  (F) Reach above shoulders  (F) Fine finger movement  ( ) Other  Must carry/lift loads of:  (F) Light, up to 25 lbs.  (F) Moderate, 25-50 lbs.  (O) Heavy, over 50 lbs. | On the job the employee must be able to:  (F) Read and comprehend  (F) Write  (F) Perform calculations  (F) Communicate orally  (F) Reason and analyze  ( ) Other | On the job the employee:  (F) Is exposed to blood, body  fluids, and infectious waste  (O) Is exposed to excessive  noise  (N) Is around heavy machinery  (O) Is exposed to marked  changes in temperature  and/or humidity  (O) Is exposed to dust, fumes,  gases, radiation, microwave  (N) Drives motorized equipment  (O) Works in confined quarters  ( ) Other |

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Employee Signature Date