



Fresno PACE Nurse Practitioner Job Description

POSITION TITLE:	Nurse Practitioner
FLSA STATUS:	Exempt, FT
BENEFITS:	Paid vacation, sick leave and holidays. Optional employee paid insurance: dental/vision and Aflac. Medical, life insurance and retirement plan after six months.
POSITION SUMMARY:	Functioning under the collaborative practice agreement (the Fresno NP Standardized Procedures Manual) and under the oversight of the Fresno PACE Medical Director, provides professional medical services in the care of all Fresno PACE participants and oversees management of the clinic.

DUTIES / RESPONSIBILITIES:

1. Performs initial assessment, including comprehensive history and physical, of assigned participants at intake and at least quarterly in cooperation with family member and/or caregiver and interdisciplinary Team members.
2. Develops and implements a therapeutic Plan of Care at least quarterly and when a participant's conditions changes. Monitors Plan of Care on an ongoing basis. Presents and coordinates the Plan of Care with the Interdisciplinary Team.
3. Helps ensure that participants experience a smooth transition into Fresno PACE by coordinating with previous medical providers.
4. Provides evaluation, treatment and ongoing monitoring of episodic illness.
5. Oversees management of the primary care clinic.
6. Refers participants to medical specialist as indicated with Interdisciplinary Team input.
7. Provides oversight of hospitalized participants (in collaboration with a hospitalist as appropriate) including: providing primary care responsibilities for management; providing updates to the team on a regular basis judiciously utilizing medical specialty consultants; and coordinating discharge planning with the Interdisciplinary Team.
8. Provides primary care to participants in a manner consistent with professional standards and regulation including: providing regular visits; performing telephone contacts with nursing home staff as required; and admitting to hospital as necessary.

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- 9.** Participates as an active member of the Interdisciplinary Team by attending weekly Intake and Assessment meetings; participating in daily morning meetings, family meetings and clinical case conferences as needed; consults with Nurses and other staff as medical care issues arise; and attending staff and other meetings when appropriate and possible.
- 10.** Administers or orders diagnostic tests and interprets test results for deviations from normal.
- 11.** Performs therapeutic procedures, such as injections, immunizations, EKGs, and manages infections and aspirations.
- 12.** Prescribes drugs according to licensed prescriptive authority, dispenses supplies and works with the Interdisciplinary Team to recommend other treatments to aid in the management of acute and chronic health problems.
- 13.** Instructs and counsels patients regarding compliance with prescribed therapeutic regimens.
- 14.** Establishes a collaborative relationship with other medical providers and specialists; determines need for consultation and assists in medical care treatment provided at the direction of other specialists.
- 15.** Documents and maintains patient records of services provided according to CVMS and Fresno PACE standards.
- 16.** Participates actively in Fresno PACE Quality Assessment and Performance Improvement (QAPI) activities.
- 17.** Works closely with Fresno PACE Nurse(s) to provide clinical care.
- 18.** Participates in primary care program development and implementation as determined by Fresno PACE needs.
- 19.** Complies with safety policies and procedures, including identifying and immediately reporting unsafe acts or conditions to the Program Director. Takes necessary measures to ensure a safe environment for oneself, co-workers, contractors, participants, visitors and others.
- 20.** Consistently meets or exceeds Fresno PACE targets for productivity.
- 21.** Continually seeks better ways for delivering services and communicating with participants.
- 22.** Continually meets or exceeds Fresno PACE customer services targets.
- 23.** Demonstrates respect for and promotes participants rights including dignity, self-determination, access to care, confidentiality and independence.
- 24.** Understands the importance of community involvement and participates as appropriate in activities that link Fresno PACE to its communities.

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25. Effectively collaborates with staff peers and contractors to meet Fresno PACE goals and further success.
26. Complies with all policy and procedures of Fresno PACE.
27. Demonstrates expertise in delivering comprehensive interdisciplinary geriatric care.
28. Makes home visits as needed in coordination with the Fresno PACE Nurse and Home Care Coordinator.
29. Consistently meets or exceeds Fresno PACE quality assessment and performance improvement targets.
30. Serves as a supervisor to student interns and volunteers working within the professional discipline and program area. Participates actively in their training as a guide, teacher and mentor.

QUALIFICATIONS (knowledge, skills, abilities)

1. **Degrees and diplomas:** Graduate of an accredited nurse practitioner program.
2. **Certificates, Licenses:** RN and NP currently licensed by the California Board of Registered Nursing plus current DEA registration. Meet standards of Board of Registered Nursing and the appropriate Business and Professional Code, State of California. Advanced skills in physical examination and ANCC certificate within one year of employment. Verification of completion of CPR (BLS) and first aid training. TB screening and successful completion of a health examination by a hospital-designated nurse practitioner or physician is required for employment.
3. **Experience:** Five years nursing experience with at least one year of experience with a frail or elderly population. Supervisory experience preferred. Experience working as part of an interdisciplinary Team preferred.
4. **Skills/Aptitudes:** medical knowledge and skills necessary to treat participants and manage complex medical problems. Knowledge and skills for the provision of direct participant care in the practice of primary health care. Knowledge of the state and federal laws pertaining to patient care and to community clinics or PACE. Knowledge of the structure and function of community clinics or PACE. Skill in communicating effectively with patients and their families. Skill in establishing and maintaining effective working relationships with other employees, patients and the general public.

REQUIREMENTS

1. **Interaction with others:** Excellent interpersonal interactions that result in team building, successful negotiation and conflict resolution. Demonstrates effective social interaction with co-workers, management, participants and community contacts.

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2. **Time/Deadline/Shift/Overtime requirements:** Exhibits the ability to complete duties within an agreed upon time frame and to adjust personal schedule if required.
3. **Flexibility requirements:** Adapts appropriately to change of priorities and workload.
4. **Pace requirements:** Maintains a consistent level of productivity.
5. **Communication skills required:** Demonstrates sound verbal and written communication skills to convey information effectively.
6. **Emotional stability requirements:** Maintains a positive attitude and balance in relationships with others in complex interpersonal situations.
7. **Attention to detail requirements:** Incorporates an understanding of detailed requirements in action plans and implementation.