



## **NURSE PRACTITIONER – PART TIME**

### **JOB SUMMARY:**

Within the scope of licensing, training, credentialing, and privileging, the Nurse Practitioner- Women's Health (NP/WH) provides primary health and wellness care to women of all ages, including the following services: Maternity (management of pregnancy, childbirth including newborn evaluation, resuscitation and referral for infants; post-partum care); and primary preventive reproductive health care of essentially healthy women. The NP/M is an advocate for the patient in coordinating the use of the entire health care system to benefit the patient. The NP/WH practices general medicine and midwifery, prescribes and administers drugs, immunizing agents, diagnostic tests and devices, and to order laboratory tests, in accordance with best practices and applicable regulation to treat or prevent illness, disease, or injury.

### **ESSENTIAL TASKS:**

1. Reviews medical history of patients referred for treatment.
2. Conduct medical examinations of patient.
3. Assist with family planning, including counseling and monitoring fertility.
4. Prescribe birth control and other medications as necessary, and monitor side effects and possible interactions.
5. Provide prenatal care and health screenings, including giving supplements and nutritional advice.
6. Develop birth plans and attend childbirth as is feasible and indicated.
7. Support breastfeeding and offer post-partum counseling.
8. Monitor postnatal women for signs of depression and other behavioral health indicators.
9. Promote overall health for women throughout the lifespan.
10. Prescribe, recommend, and administer treatments.
11. Discuss patient's condition, treatment, and prognosis with patient or others permitted by the patient, and answer their questions, and instruct them on treatment plans.
12. Provide information or consultation to promote wellness or prevent onset or worsening of health-related disorders; includes educating and guiding patients on lifestyle and development issues.
13. Record patient information, diagnosis, prescriptions, treatments, and patient response to treatment and medication in the patient's health record.
14. Review patient records, assure that treatments are appropriate and within normal parameters for the diagnoses, and assures that records are properly maintained.
15. Request consultation when: (a) diagnosis and/or management remain in doubt over an unduly long period of time, especially in the presence of a life threatening illness; (b) unexpected complications arise which are outside this level of competence; and (c) specialized treatment or procedures are contemplated with which they are not familiar.
16. Immediately report any discovered or suspected fraud, waste, or abuse of HCC funds to the Medical Director, Chief Operating Officer, CEO, or Compliance Helpline.



17. Participate in HCC's Continuous Quality Improvement Program.
18. Immediately report any discovered or suspected violations of HCC's protected health information privacy or security policies and procedures to the Medical Director, Chief Operating Officer, CEO, or Compliance Helpline.
19. Pursue a continuing program to maintain or enhance competency as a nurse practitioner or midwife; maintain high levels of current knowledge about new developments in medicine related to primary health care and midwifery; and
20. Perform other job-related duties that may be assigned.

### **MINIMUM QUALIFICATIONS AND EXPERIENCE REQUIREMENTS**

1. Licensed as a nurse practitioner by New York State.
2. Licensed as a midwife by New York State.
3. Unrestricted ability to participate in Medicare, Medicaid and other insurance reimbursement programs.
4. Current DEA certification without restriction.
5. Maintain a collaborative relationship with (a) a licensed physician who is board certified as an obstetrician-gynecologist by a national certifying body or (b) a licensed physician who practices obstetrics and has obstetric privileges at a general hospital licensed under article twenty-eight of the NY public health law or (c) a hospital, licensed under article twenty-eight of the public health law, that provides obstetrics through a licensed physician having obstetrical privileges at such institution, that provides for consultation, collaborative management and referral to address the health status and risks of his or her patients and that includes plans for emergency medical gynecological and/or obstetrical coverage.
6. Demonstrate clinical excellence with compassion and care.
7. Experience in community medicine preferred.

### **ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of evidence-based and best practices in general medicine and midwifery.
2. Ability to establish effective working relationships with a variety of people at all levels of the organization.
3. Ability to work with diverse individuals.
4. Ability to interact with patients, staff, and other stakeholders in a respectful, professional, and tactful manner.
5. Ability to make reasonable and sound evaluative judgments.
6. Ability to use a computing device and electronic health record software.
7. Demonstrate professional and business-like in appearance and demeanor.
8. Demonstrate sound problem-solving and decision-making ability.
9. Demonstrate skill in planning and organizing work, managing time and meeting commitments.

*This position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands, and work environment conditions. This position description is reviewed and revised to meet the changing needs of the agency at the sole discretion of the Board of Directors.*