

POSITION DESCRIPTION

- Title:** Family Nurse Practitioner
- Reports To:** Medical Director/Clinic Physician
- Location:** Happy Camp Karuk Community Health Clinic
- Supervises:** Clinic Nurse and Medical Assistant(s) in the Medical Director/Clinic Physician's absence.
- Salary:** \$50,000 - \$60,000, depending on experience
- Summary:** Shall work under the supervision of the Medical Director/Clinic Physician, to provide primary care to program patients. Shall assist with medical staff supervision and training. Shall work as a team leader and shall monitor all organizational wide performance improvement activities and shall serve as a member of the Accreditation Continuous Quality Improvement Committee. Shall be required to attend Karuk Health Board meetings as directed.

Responsibilities:

1. Shall competently provide Direct primary care services to program patients.
2. Displays age-specific competence working with:
 - Infants
 - Toddlers
 - Preschool
 - School Age
 - Adolescents
 - Early Adult
 - Young Adult
 - Middle Adult
 - Geriatric
3. Shall appropriately review the medical policies and procedures manual annually and make recommendations to the Medical Director/Clinic Physician.
4. Shall proficiently monitor organizational wide performance improvement activities as a member of the medical team.
5. Shall efficiently follow guidelines for reporting as required by Federal, State, local and Tribal regulations or laws.

- 6. Shall appropriately provide medical advice to Committees ex; CHS Managed Care, Medical Records, ACQI, etc.
- 0. Shall competently assist the Medical staff in the development and training of educational programs for staff and patients.
- 0. Shall sufficiently record patient visits in timely manner utilizing the SOAP format.
- 0. Shall capably consult as appropriate with the Medical Director/Clinic Physician to ensure the delivery of quality healthcare.
- 0. Shall properly assist with the supervision of RN's, LVN's and Medical Assistants.
- 0. Shall be capably available for local and out of the area travel as required for job related training and shall attend all required meetings and functions as requested.
- 0. Is courteous in accepting other job duties as assigned.

Qualifications:

- 0. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
- 0. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
- 0. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
- 0. Demonstrates the ability to understand and follow oral and written instructions.

Requirements:

- 0. Must be currently licensed with the California State Board of Registered Nursing. Must be certified as a Family Nurse Practitioner. National Certification preferred.
- 1. Must have a minimum of one (1) year experience as an FNP.
- 2. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
- 2. Must function according to standing orders developed in consultation with the Medical Director/Clinic Physician.
- 2. Must provide documentation of immunity to measles, rubella and /or become immunized with the recommended vaccines, including Hepatitis B. Must test annually for TB.
- 5. Must adhere to confidentiality policy.
- 15. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal preference will be observed in hiring.

Council Approved: Revised August 11, 2005

Chairman's Signature: _____

Employee's Signature: _____