



Job Title: Nurse Practitioner	Department: Clinical Services	Supervisor: VP of Clinical Services
Office: 324 E New York Street, Indianapolis, IN 46204		EEO Category: N/A

Purpose of Job:

Conducts comprehensive history and physicals, interpretation of lab results and diagnostic tests, risk assessment, health promotion and disease prevention through education and counseling. Critical involvement in the development and achievement of departmental goals and objectives.

Essential Functions:

- Obtains an accurate and comprehensive medical history and performs a complete physical assessment of each client both in-house and at offsite locations (overnight offsite travel will be required)
- Identifies additional clinical information necessary for the medical evaluation of each client and works with the client to obtain that information. This may include past medical records, reports, and tests
- Consults with supervising physician during the clinical evaluation of clients
- Identifies medical problems during the evaluation of each client and makes appropriate referrals
- Performs phlebotomy and specimen collection when necessary
- Reviews chart for completeness prior to staffing with supervising physician for review
- Participates in form design and construction
- Communicates with all team members keeping them informed of issues that occur during the physical exam process
- Reviews laboratory results
- Serves as resource person for medical technicians
- Data entry as needed
- Participates in weekly staff meetings and additional meetings as necessary
- Functions as a member of the emergency team. Ensures familiarity and appropriate use of all emergency equipment
- Continues to research specialty areas/related changes specific to the Department of Clinical Services (i.e. OSHA regulations and updates)
- May be required to work at other office locations (not considered an "offsite")
- Performs related duties and responsibilities as required

Qualifications:

- Masters degree
- Current State licensure
- National certification as a Nurse Practitioner
- Prescriptive Privileges preferred
- ACLS required
- BLS required
- Ability to be licensed in other states, if applicable
- Five plus years of experience preferred
- Demonstrable and effective counseling, writing, communication, and computer skills

Travel Requirements:

- Travel expectations fluctuate from month to month, but on average two to four overnight trips are required each month.

Knowledge, Skills, and Abilities:

- Passionate about preventative patient care
- Service-oriented philosophy
- Good interpersonal relationship skills
- Ability to communicate well and assimilate and understand information in a manner consistent with essential job functions
- Ability to operate assigned equipment
- Requires knowledge of state and national regulatory agency guidelines.
- Requires knowledge of state and federal laws relative to assigned area.
- Requires ability to communicate sensitive issues with all levels of employees/management.
- Requires strong customer service skills.
- Requires ability to promote teamwork and build effective relationships.
- Requires ability to take initiative and meet objectives.
- Requires a high level of interpersonal; problem-solving and analytical skills.

Working Conditions:

- Work environment involves slight physical risks that require following basic safety precautions (wearing gloves, safety glasses, etc.) and OSHA guidelines.

Equipment Used:

Equipment with relatively simple operating procedures:

- Clinical Equipment
- Standard office equipment (personal computer, fax, copier, telephone)

Physical Efforts:

Routinely involves sitting and standing (70%). Occasionally involves bending/stooping, occasionally involves moving (pushing/pulling) equipment weighing 200 lbs or 600+ lbs. (5%)lifting over 10lbs, carrying over 10 lbs. (20%). Rarely involves crawling/kneeling, climbing, (5%).

Visual Efforts:

Routinely involves reading documents for analytical purposes, a high degree of accuracy and general understanding. Occasionally involves driving.

This Job Description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees shall be required to follow any other job-related instructions and perform any other job-related duties as requested by the Supervisor.

Employee Signature

Date

HR Manager Signature

Date