



Job Title:	Nurse Practitioner
Reports To:	Chief Medical Officer
Department:	Provider
FLSA Status:	Exempt
Travel:	10%
Direct Reports:	None
Work Schedule:	Full Time (40 hours per week) 4/10 hour days

Job Summary

Diagnose, treat, and help prevent diseases and injuries that commonly occur in the general population. Consult with staff Physicians, Pediatricians, and refer patients to specialists when level of care indicates.

Reasonable Accommodation Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Bay Clinic is an equal opportunity employer.

Essential Functions

- Maintain accurate, detailed reports and records utilizing electronic health records.
- Order, interpret, and evaluate diagnostic tests to identify and assess patient's condition.
- Monitor all aspects of patient care, including diet and physical activity.
- Prescribe or administer treatment, therapy, medication, vaccination, and other specialized medical care to treat or prevent illness, disease, or injury
- Order, perform and interpret tests, and analyze reports and examination information to diagnose patients' condition.
- Monitor the patients' conditions and progress and re-evaluate treatments as necessary.
- Collect, record, and maintain patient information, such as medical history, reports, and examination results.
- Explain procedures and discuss test results or prescribed treatments with patients.
- Advise patients and community members concerning diet, activity, hygiene, and disease prevention.
- Consult with staff Physicians when level of care indicates.

- Refer patients to medical specialists or other practitioners when necessary.
- Coordinate work with nurses, students, assistants, specialists, therapists and other medical staff.
- Provide or arrange for training or instruction of auxiliary personnel or students.
- Consult with institutions or associations regarding issues and concerns relevant to the practice and profession of nursing.
- Work with individuals, groups, and families to plan and implement programs designed to improve the overall health of communities.
- Leads a Care Coordination Team that actively manages assigned panel of chronic care patients (high acuity).
- Maintain and provide to BCI current licensure and certifications required for position.
- Communicates with Medical Director and Clinical Operations Coordinator concerning work schedule.
- Performs other duties as assigned.

Qualifications

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Adaptability - Ability to adapt to change in the workplace.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Applied Learning - Ability to participate in needed learning activities in a way that makes the most of the learning experience.
- Autonomy - Ability to work independently with minimal supervision.
- Communication, Oral English - Ability to communicate effectively in English.
- Communication, Written English - Ability to communicate in writing clearly and concisely in English.
- Conceptual Thinking - Ability to think in terms of abstract ideas.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Decision Making - Ability to make critical decisions while following company procedures.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Empathetic - Ability to appreciate and be sensitive to the feelings of others.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Judgment - The ability to formulate a sound decision using the available information.
- Leadership - Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- Motivation - Ability to inspire oneself and others to reach a goal and/or perform to the best of their ability.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Self Confident - The trait of being comfortable in making decisions for oneself.
- Tactful - Ability to show consideration for and maintain good relations with others.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Tolerance - Ability to work successfully with a variety of people without making judgments.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

Skills & Abilities

Education:	Master's Degree Required
Experience:	3 years of experience preferred
Computer Skills:	Experience in Microsoft Windows environment preferred. Ability to competently utilize EMR to complete daily tasks
Certifications&Licenses:	Hawaii state license, NED, CSC, and current Health Care Provider CPR certification, Board Certification in Family Practice preferred
Other Requirements:	Community Health Clinic or similar community outpatient care experience preferred

Working Conditions

Health clinic environment with possible exposure to airborne and bloodborne pathogens.

Physical Requirements

Stand for extended periods of time, do repetitive tasks with few breaks.

Physical Demands

N (Not Applicable)	Activity is not applicable to this position.
O (Occasionally)	Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand	F	Lift/Carry 10 lbs or less	F
Walk	F	11-20 lbs	O
Sit	F	21-50 lbs	O
Reach Outward	O	51-100 lbs	N
Reach Above Shoulder	O	Over 100 lbs	N
Climb	N		
Crawl	N		
Squat or Kneel	O	Push/Pull 12 lbs or less	O
Bend	O	13-25 lbs	N
		26-40 lbs	N
		41-100 lbs	N

Other Physical Requirements

- Sense of Sound - Hear from stethoscope
- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE) - Gloves, gown and face shield

****The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

Prepared By:	Human Resources
Human Resources Director Approval:	
Date:	
Supervisor Approval:	
Date:	
Employee Signature:	
Date:	