

**COMMUNITY HOSPITAL
NURSE PRACTITIONER/PHYSICIAN ASST**

EMPLOYEE: _____ **Date:** _____

PRINTED NAME: _____

REPORTS TO: **Emergency Department Medical Director**

DEPARTMENT: **Emergency Department**

FLSA STATUS: **Non-exempt**

PURPOSE:

Provides care to Emergency Department Patients within a limited scope in conjunction with the Emergency Department Physician.

RESPONSIBILITIES:

Colorado West Healthcare System dba Community Hospital expects job performance to be consistent with its mission and business objectives, and believes that each Employee contributes to improved performance by continuously searching for ways to increase efficiencies and enhance fiscal performance and viability.

Day to day work is focused on these key performance areas; the physician assistants will adhere strictly to Colorado Board of Medical Examiners Rule 400 for supervising physicians; nurse practitioners adhere to the guidelines of the nurse practice act:

1. Provides patient care for the hospital under the supervision of the Emergency Department Physician on duty. The following presentations or complaints must be reviewed with or seen in conjunction with the on-duty emergency department physician: ANY Chest Pain or Abdominal Pain, fever of unknown origin, infants (0-3 months), "Sick Kids", very ill adults, Metabolic Acidoses (of any kind), suspected Sepsis, burns, rib fractures (especially multiple, or in the Elderly), trauma patients. All initial contact with trauma patients must be done by the Emergency Department Physician, especially those at high risk for deterioration as defined in the Trauma Alert and Activation Protocols. Supervises mid-level students and others.
 - a. Conducts patient evaluations that include a focused or extensive medical history and physical exam, and uses this information to form a plan of testing and/or treatment and implement that/those plan(s)
 - b. Prescribes and administers vaccinations to immunize patient from communicable diseases.
 - c. Promotes health by advising patients about diet, hygiene, and methods for prevention of disease.
 - d. Performs minor surgical procedures commensurate with surgical competency.
 - e. Analyzes reports and findings of tests and examination, and diagnoses condition of patient.
 - f. Consults and refers patients to medical specialist for consultant services when necessary for patient's well-being.
 - g. Follows up with patient regarding progress in high risk or emergency cases.
2. Assesses the physical condition of patients in the emergency room and/or hospital by:
 - a. Reviews patient file/record, including allergies, problems, medications, and immunization status.
 - b. Orders or executes various tests, analyses, and diagnostic images to provide information on patient's condition.

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3. Consults with appropriate physicians based upon the needs of the patient:
 - a. Consults with supervising physician regarding difficult patients as deemed appropriate by the department director or supervising physician.
 - b. Consults with medical specialists when necessary to promote good patient care.
 - c. Contacts the primary care, consulting or admitting physician when necessary to discuss the plan of treatment, including, but not limited to follow-up care or admission.
4. Must be covered under malpractice insurance either privately or through Community Hospital.
5. Documents the physical condition of patient in the emergency department, the hospital, and other care areas by:
 - a. Elicits and records information about patient's medical history.
 - b. Documents the patient's visit including medical history, physical exam, diagnoses, and plan of action.
 - c. Documents on the patient chart any consultation with any physician including the immediate supervisor.
6. Prescribes and dispenses the medications for the patients in the emergency room and the hospital by:
 - a. Determines and prescribes medication, dosage, and schedule given the patient's condition and allergies.
 - b. Discusses any possible side effects to medication or immunization with patient.
7. Completes administrative tasks for the hospital by:
 - a. Participate in professional organizations and programs and cooperate in the development of and participate in marketing programs to enhance the visibility, acceptance, and use of services at the Emergency Room.
 - b. Assist the Hospital in the planning for and recruitment of additional medical staff for the Emergency Room and work cooperatively with physicians, mid-level practitioners and staff at the Emergency Room.
 - c. Timely completion of all medical records in the electronic format prescribed by the Hospital
 - d. Participates in community education and outreach activities upon the request of the Hospital.
 - e. Participates in student supervision.
8. Other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education. Commensurate with that required for current, unrestricted licensure as a Nurse Practitioner/Physician Assistant in the State of Colorado.

Licensure and Registration. Licensed to practice medicine in the State of Colorado. Registers supervising physician(s) with the Colorado Board of Medical Examiners.

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Interpersonal Skills. Builds relationships. Is able to communicate effectively in English, both verbally and in writing. Requires strong presentation skills and creativity. Requires adaptability with regular interpersonal contact.

Decision-Making Ability. Work defined by established practice. Plans and carries out work under general leadership direction. Unusual situations are reviewed with a leader.

Analytical Ability. Apply professional business or technical principles to non-routine and very complex problems. Concentrates and pays close attention to detail.

Required Physical Effort. Exerts 20-50 lbs of force occasionally and/or 10-25 lbs of force frequently.

Leadership or Management Responsibility. Supports change and holds others accountable. Creates a learning environment and is an internal resource for others.

Risks and Undesirable Workplace Conditions. Pleasant, well illuminated area. May be exposed to body fluids, punctures and falls. Must use universal precautions.

Special Knowledge Required. Requires BCLS, ACLS, PALS certifications and the minimum of ATLS audit. Must obtain Medical Staff Privileges as outlined by the Medical Credentials Committee.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies :

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Design - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service ; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations;

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Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue ; Conserves organizational resources.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies

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external threats and opportunities; Adapts strategy to changing conditions.

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions ; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others'

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attention.