

**JOB DESCRIPTION**

**POSITION TITLE:** ARNP-Physician Assistant Certified **REPORTS TO:** Medical Director

**DEPARTMENT:** Medical **EMPLOYMENT STATUS:** Salary, Exempt - Professional

**LOCATION:** Bellingham or Ferndale

**JOB PURPOSE:**

To provide high quality, comprehensive, primary care services in a multi-specialty community health center. UCNW manages patient care using a team-based approach in our interactions with patients and working to achieve stated objectives and outcomes.

**JOB QUALIFICATIONS:**

This job requires the provider to possess the prerequisite education and training to practice primary care medicine and become privileged to work at UCNW. The provider must work with a multi-disciplinary care team of physicians, mid-level providers, and nursing and assistant staff.

**Education and Experience:** Graduate of an accredited school that allows you to become licensed by the Washington State Department of Health. At least two years clinical experience in primary care preferred, preferably in community health. Experience working with patients of varying ethnicities, socio-economic levels, and cultures a plus. Experience working with patients with complex co-morbidities including hypertension, diabetes, mental illness, chronic pain, and substance abuse a plus. Experience using electronic medical records (EMR) preferred.

**Certification and Licensure:** Nurse Practitioners (ARNPs) must be licensed as a Registered Nurse and Advanced Registered Nurse Practitioner in the state of Washington, and Physician Assistants (PAs) must be licensed as a Physician Assistant in the state of Washington. Must be in good standing with the Washington State Department of Health board of licensing. Must be certified by the applicable board (such as AANP or ANCC for Nurse Practitioners or the NCCPA for Physician Assistants). Must possess an active DEA certificate with no restrictions. Must possess Basic Life Support (BLS) certification. Current CPR & BLS certification required.

**Specialized Skills & Knowledge:**

1. Full scope of adult and/or pediatric primary care.
2. Ability to effectively communicate, verbally & in writing, with all levels of staff and patients.
3. Ability to keep customer service and the mission of the organization in mind when interacting with clients, co-workers, and others, promoting a positive image for UCNW and fostering an ethical work environment.
4. Ability to maintain strict confidentiality with medical information and conform to HIPAA regulations.
5. Ability to work both independently and as a team in a fast-paced, medical office environment with frequent interruptions, occasional public contact, and occasional crisis situations.
6. Must possess strong problem-solving skills and effective time management skills.
7. Must be able to follow all UCNW protocols, including those related to clinic administration, patient care, and completion of timely chart notes.
8. Ability to understand and respond effectively and with sensitivity to special populations served by UCNW. Special populations include, but are not limited to, those defined by race, ethnicity, language, age, sex, sexual orientation, economic standing, disability status, migrant, homelessness, seasonal workers, and the uninsured.

**Blood-Borne Pathogens Exposure:** Category: I

This position’s roles and functions in our team-based model include:

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| **JOB DUTIES AND RESPONSIBILITIES** | **JOB PERFORMANCE STANDARDS** |
|  |  |
| **Communication:** | 1. Asks for direction when unsure of job expectation. |
|  | 1. Makes suggestions and addresses concerns in a constructive manner. |
|  | 1. Utilizes appropriate channels of communication in problem-solving and conflict resolution. |
|  | 1. Communicates effectively and courteously to all UCNW staff. |
| **Organization & Time Mgmt.:** | 1. Does not allow personal issues to interfere with workload; keeps social interaction with other staff to a minimum. |
|  | 1. Takes and returns from breaks and lunch times in a timely manner. |
|  | 1. Maintains a clean, orderly and professional work area. |
|  | 1. Seeks out appropriate uses of time during non-busy periods. |
| **Safety/CQI:** | 1. Ensures safe work environment and promotes accident prevention. |
|  | 1. Utilizes cause for concern form to identify situations that have an impact on care delivery, safety or customer service. |
| **Work Ethic:** | 1. Consistently demonstrates strict adherence to policies and procedures. |  |
|  | 1. Takes responsibility for own actions and seeks to correct any mistakes. |  |
|  | 1. Consistently reports to work on date and time scheduled. |
|  | 1. Self-initiates and follows through on assignments in a timely manner. |
| **Team Contribution:** | 1. Participates in and supports team meetings, activities, and/or problem solving. |
|  | 1. Promotes positive team work and cohesiveness between all staff. |
|  | 1. Provides constructive and creative recommendations for improvements in own area of responsibility or the clinics system as a whole. |
|  | 1. Acts as a resource, communicates appropriate knowledge, skills and conduct. |
| **Service Excellence:** | 1. Maintains a high level of quality, accuracy and neatness in work performed. |
|  | 1. Remains calm and tactful during stressful situations, emergencies and confrontations. |
|  | 1. Prioritizes customer service and customer satisfaction. |
|  | 1. Demonstrates an awareness of and commitment to the goals and mission of UCNW. |
| **Professionalism:** | 1. Maintains appropriate personal boundaries with clients. |
|  | 1. Accepts supervision and criticism in a constructive manner. |
|  | 1. Maintains professional appearance appropriate for position. |
|  | 1. Maintains organizational and patient confidentiality. |
|  | 1. Demonstrates an ability to adapt to change. |
| **Job Specific Duties:** | 1. Able to work with limited resources and personnel. |
|  | 1. Able to belong to and utilize a team in providing quality health care to our patients. |
|  | 1. Able to perform appropriate diagnostic and clinical assessments in evaluating patient health care concerns. |
|  | 1. Able to identify, prioritize and manage complex health problems. |
|  | 1. Maintain licensing requirements. |
|  | 1. Maintain required skills, e.g., BLS, ACLS, as appropriate. |
|  | 1. Maintain specialized clinical skills as applicable, e.g., minor procedures and biopsies. |
|  | 1. Must demonstrate the ability to offer leadership to his/her clinical team. |
|  | 1. Present her/himself in a professional manner that represents high standards and quality of service expected of UCNW staff. |
|  | 1. Able to explore and develop programs/services to improve patient care and clinic services. |
|  | 1. Assist the Medical Director in developing clinic budget projections and needs. |
|  | 1. Advise on addressing financial shortfalls with clinically relevant plans and actions to resolve the problem. |
|  | 1. Looks at problems as a challenge and not as a wall. |
|  | 1. Problem resolution and action is accomplished by team involvement and active implementation of a consensus. |

**PHYSICAL, SENSORY, ENVIRONMENTAL QUALIFICATIONS:**

In a typical day, this job involves the activities listed below. Indicate the frequency of performance of each activity by placing a check mark (✓) in the appropriate column.

R = rarely *(less than 0.5 hour per day)*

O = occasionally *(0.5 to 2.5 hours per day)*

F = frequently *(2.5 to 5.5 hours per day)*

C = continually *(5.5 to 8 hours per day)*

NA = not applicable

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| **Physical Activity** | **R** | **O** | **F** | C | **NA** | **Describe any job duty which requires repetition or a unique application of the activity.** |
| Sitting |  |  | X |  |  |  |
| Stationary standing |  | X |  |  |  |  |
| Walking |  |  |  | X |  |  |
| Ability to be mobile |  |  |  | X |  |  |
| Crouching (bend at knee) |  |  | X |  |  |  |
| Kneeling/crawling |  | X |  |  |  |  |
| Stooping (bend at waist) |  | X |  |  |  |  |
| Twisting (knees/waist/neck) |  |  | X |  |  |  |
| Turning/Pivoting |  |  | X |  |  |  |
| Climbing |  | X |  |  |  |  |
| Balancing |  | X |  |  |  |  |
| Reaching overhead |  |  | X |  |  |  |
| Reaching extension |  | X |  |  |  |  |
| Grasping |  |  |  | X |  |  |
| Pinching |  |  |  | X |  |  |
| Pushing/Pulling: |  | X |  |  |  |  |
| Typical weight:  Circle the appropriate weight in pounds  1-10 11-20 21-30 31-40  41-60 61-80 81-100 >100 |  | X |  |  |  |  |
| Maximum weight:  Circle the appropriate weight in pounds  1-10 11-20 21-30 31-40  41-60 61-80 81-100 >100 |  | X |  |  |  |  |
| Lifting/Carrying: |  |  | X |  |  |  |
| Typical weight:  Circle the appropriate weight in pounds  1-10 11-20 21-30 31-40  41-60 61-80 81-100 >100 |  |  | X |  |  |  |
| Maximum weight:  Circle the appropriate weight in pounds  1-10 11-20 21-30 31-40  41-60 61-80 81-100 >100 |  | X |  |  |  |  |
| Other physical activities |  |  |  | X |  | Keyboarding & data entry |
|  |  |  |  |  |  |  |
| **Sensory Activities** | **R** | **O** | **F** | **C** | **NA** | **Describe any job duty which requires repetition or a unique application of the activity.** |
| Talking in person |  |  |  | X |  |  |
| Talking on telephone |  |  | X |  |  |  |
| Hearing in person |  |  |  | X |  |  |
| Hearing on telephone |  |  | X |  |  |  |
| Vision for close work |  |  |  | X |  | Tactile, smell, temperature |
| Other sensory requirements |  |  |  |  |  |  |

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| **Environmental Factors** | **SPECIFY** |
| Safety requirement:  -clothing  -required safety equipment  -activities performed | Blood borne pathogen protection: e.g., mask, face shield, gloves, and gown |
| Exposures:  -fumes  -chemicals  -blood or other bodily  fluids  -cold/heat  -dust | Fumes - Chemical alcohol, toluene, anesthetics, nitrous oxide  Chemicals - Alcohol, toluene, anesthetics, detergents  Blood or other bodily fluids |
| Operation of equipment, vehicles or tools | Vehicle, cast saw, hyficator, drills, cryo (liquid nitrogen) |
| Required infection control standards | Category I |
| Other environmental factors |  |

I, the undersigned, acknowledge that I have read the above job description and agree that it defines the position as it currently exists. The undersigned also understand that the above is intended to describe the general content of and requirements for performance of this job. It is not to be considered as an exhaustive statement of duties, responsibilities, or requirements and does not limit the assignment of additional duties at the discretion of the supervisor.

**Employee Signature: Date:**

**Supervisor Signature: Date:**