

ACACIA NETWORK

Job Description



Title:	Nurse Practitioner	FLSA Status:	Non-Exempt
Department:	Promesa, Inc. Alba de Vida	Union Status:	Union
Reports To:	Program Director	Weekly Hours:	37.5
Status:	Full Time	Schedule	7:00am - 3:00pm

Submit cover letter and resume to: esmith@hubwny.org. Thank you.

POSITION OVERVIEW:

The Nurse Practitioner will provide general medical care and treatment to patients in the outpatient facility under direction of physician. This position includes no managerial or supervisory responsibilities.

KEY ESSENTIAL FUNCTIONS:

- Participating in planning, development, and organization of medical services provided.
- Act as health coordinator to assure the provision of education, risk reduction, counseling and referral services to all patients regarding pregnancy, HIV/AIDS, tuberculosis, hepatitis, sexually transmitted diseases, and all other communicable diseases. Also, training and education will be provided to all staff.
- Meets with all scheduled patients efficiently and reviews scheduling with supervisor daily.
- Reviews all medical policies related to patient care.
- Conduct physical examinations of patients upon their admission and thereafter on an annual, regular and on an “as-needed-basis.”
- Review the completion and appropriateness of all intake documentation, including patient health history (i.e., other medications and allergies), drug abuse history and previous treatment failures.
- Review and approval of initial needs assessment and patient initial treatment plans and reviews.
- Participates in preparation for regulatory agency site visits.
- Knowledge of Federal, State and City regulatory requirements and ensures all aspects of clinical care conforms to these requirements.
- Order, evaluate, adjust and terminate prescription of medication dosages using sound medical, ethical and responsible discretion and meets with the patient to discuss any adjustments in medication dosage.
- Reviews all accident/incidents related to patient care and provides input into actions necessary to resolve identified problems. Implements corrective actions as necessary and appropriate.
- Ensures physical participation in the Interdisciplinary Care Planning process.
- Prescription and provision of treatment in accordance to patient’s medical and mental condition and only upon their individual needs.
- Determine physiological opiate dependency upon admission and patient eligibility for admission to program.
- Participate in a weekly and on an “as-needed-basis” case conferencing sessions with MDT members to discuss preventative treatment measure to adverse changes as well as progress in patient’s medical condition.
- Assures medical staff compliance with all regulatory and licensure guidelines.

- Assures medical staff competence with all applicable policies and procedures of the facility and initiates action in cases of non-compliance.
- Participating in the comprehensive care planning, discharge planning and client and staff development by providing ongoing medical training and education to staff. Assume health coordinator role.
- Providing medical assessment, consultation, treatment, and referrals that facilitate comprehensive and coordinated patient care.
- Providing crisis intervention and consultation on medical/psychiatric emergencies.
- Assessing client's need for hospitalization and consultation with client's Physician to include other care providers the patient is linked with and/or referred to.
- Reviewing all patient medication and, if indicated, prescribes medication in consultation with Physician upon patient need.
- Providing the Program Director with reports on recommendations concerning the medical services.
- Provide general nursing services within scope of license and patient safety goals
- Complete medical records in accordance to organizational policy
- Perform additional relevant duties as requested by supervisor/management

REQUIREMENTS:

- Active New York State Nurse Practitioner License.
- Active and unrestricted NPI and DEA registration.
- Bachelors Degree - Nursing/Related Field Plus completion of Accredited NP Program required.
- Masters Degree in Nursing/Related field preferred.
- Valid and verifiable Medical Assistant Certification required.
- Three years of practical experience required.
- Ability to work on a strong team of professionals in a culturally diverse environment.
- Ability to multitask and to work and function under pressure.
- Bilingual – Spanish strongly preferred.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

- Work is performed onsite with occasional trips to the community.
- May require work outside of standard work hours or on weekends.
- Subject to *infectious waste exposure* (typical of most patient care/housekeeping positions).
- *Light work* (lifting approximately 20 pounds maximum with frequent lifting and/or carrying of objects up to 10 pounds. May involve significant amounts of walking, standing, pushing, or pulling).
- Frequent typing, visual inspection (such as reading calibration marks on syringe or examining small circuitry).
- Seldom bending, climbing and lifting.
- Follows clearly defined policies and procedures.
- Makes decisions within well-defined parameters or the completion of own tasks only.

SUPERVISION RECEIVED:

Routine supervision: Provided with instructions on job requirements, methods, priorities and deadlines with particular attention to unusual or difficult aspects or tasks. There are regular or systematic reviews of progress, quality and output, usually at discrete times, but occasionally only upon completion

ACKNOWLEDGEMENT:

This will acknowledge that I have received, reviewed and understand the above job description and will discuss with my supervisor if I have any questions. I further acknowledge that I am capable of performing the essential functions of the job, with or without reasonable accommodation. I understand and agree that nothing in this job description is binding on ACACIA NETWORK and that ACACIA NETWORK remains free to change the duties and responsibilities of the above described job at any time, without notice, and at its discretion. I further understand and agree that nothing in this job description changes my status as an at-will employee, meaning that either ACACIA NETWORK or I can terminate our employment relationship at any time, with or without cause or notice.

Employee Name (Print)

Employee Signature

____/____/____
Date