



GREATER VALLEY

HEALTH CENTER

Greater Valley Health Center (GVHC) recognizes employees are at the heart of our ability to meet the needs of our patients and community. We invite every employee to contribute at the highest possible level. This position description is provided to outline the primary duties, qualifications, and job scope. It is not intended to limit the employee or GVHC to just the work identified. We expect each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

It is the policy of this facility to provide equal opportunity to persons regardless of race, religions, age (over 40), gender, disability, veteran, genetic information or any other classifications in accordance with federal, state, and local statues, regulations and ordinances.			
Job Title	Advanced Professional: Nurse Practitioner or Physician's Assistant		
Wage Range		Schedule	M-F
Working hours per week	40		
Reports to (job title)	CEO/Chief Medical Officer		Non-Exempt
Job purpose <i>(Why does the job exist? What is it there to achieve or deliver?)</i>			
Under supervision of the Community Health Center Executive Director, provides patient care as an advanced professional nurse practitioner or physician's assistant			

Knowledge, Skills & Experience <i>(work experience, qualifications, specialist training, key skills, disposition)</i>		
	Requirements	Essential/Desirable
Qualifications	Master's degree in Nursing from an accredited University School of Nursing and preparation as a Nurse Practitioner or a graduate of an accredited Physician Assistant program Possession of a current license to practice as an advanced practice registered nurse or a physician's assistant in the State of Montana Possession of nurse practitioner national certification as stipulated by the Montana State Board of Nursing or possession of NCCPA national certification as stipulated by the Montana Board of Medical Examiners Certification in BLS Possession of current DEA license	Essential
Experience	Preference to candidate with at least two years of experience performing the functions of an advanced level clinical provider.	Desirable

Knowledge & skills	Principles, methods, and procedures for assessment, diagnosis, and treatment practices related to acute and chronic medical conditions Current knowledge of obstetrical/gynecological physical assessments Current knowledge of adult, child, and adolescent physical assessment Knowledge of current immunization standards Current knowledge of initial emergency measures and treatments in such situations as cardiac arrest, shock, hemorrhage, convulsions, and poisonings Knowledge of HIPAA confidentiality requirements and practices Knowledge of OSHA standards in clinical settings Knowledge of community resources for patient referral Knowledge of Patient Centered Medical Home model	Essential
Abilities	Ability to comply with physician direction and to understand written and oral instructions of a technical and professional nature Ability to work within the advanced professional role and to recognize when to refer clients to a physician or another health care provider Ability to prescribe medications and current knowledge of medication effects Ability to accurately record and maintain medical records Ability to communicate effectively orally and in writing Ability to maintain strict confidentiality of all Health Center and Family Planning matters Ability to establish and maintain effective working relationships with peers, other agency personnel and the public	Essential
Special Requirements	Have and maintain a valid Montana's driver license.	Essential
Attitude & disposition	Strong work ethic, positive, caring, knowledge of cultural diversity and social determinants of health, team oriented. May be requested to perform functions relevant to the position but not listed above.	Essential

Main Duties and Responsibilities of the Role: these duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.

Provide primary medical care, including assessment, diagnosis and treatment of patients
Order and/or obtain and interpret laboratory and diagnostic tests as indicated
Address preventative health and public health issues as appropriate
Refer clients to appropriate resources and document follow-up
Utilize written protocols signed by the medical director for the performance of activities related to initiation or modification of medical therapeutic regime
Provide counselling and instruction about related health needs as indicated • Conduct education sessions for professional, community and client groups as requested • Share on-call responsibilities with clinical staff
Work in collaboration with other healthcare providers and agencies to provide, and when appropriate, coordinate services to individuals and families
Participate in staff meetings and peer review
Maintain confidentiality of patient information and adherence to HIPAA principles
Establish and maintain effective working relationships with lay and professional people contacted in the course of work
Provide services in adherence to Patient Centered Medical Home requirements

Working Environment (*knowledge of special working practices, breadth of management skill required, customer impact, responsibility, efficiency*)

Work is mainly performed in an office/clinic setting with computer/phone work and moderate noise. Standing, bending, sitting, lifting, stooping required. You may be required to travel to different clinic locations.

Freedom to Act & Decision Making (*depth of control, supervision received, use of judgement & initiative, analytical ability*)

Work independently to complete tasks; use sound judgment but ask questions if needed; show initiative for work/work flow improvements.

Communication & Networking (*liaison with others, type and level of communications*)

Clear and detailed written and/or verbal communication with patients, patient family members, co-workers, and providers is required.

Finance/Resource Management (*budgeting, forecasting*)

Use supplies efficiently.

People Management (*supervisory responsibility, human relations skills*)

Non-supervisory position

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the changing of the post.

Confirmation Section

Employee signature

Date: _____

Print name

Supervisor Signature

Date _____

Print name

CEO _____

Comments:

Greater Valley Health Center, 1035 1st Avenue W, Suite 210, Kalispell, MT 59901 406.607.4950