



## Metro Community Health Center

# Certified Registered Nurse Practitioner

**Metro Community Health Center extends great benefits to our eligible employees.**

**MCHC current benefits are:**

- MCHC pays 100% of the employee premium for UPMC Medical, United Concordia dental, STD, LTD and Life insurance
- VBA vision coverage is offered as voluntary coverage that IS paid for by the employee
- Medical and Dependent Care FSA and HRA
- 2 weeks of paid parental leave
- 20 days (4 weeks) of PTO for your 1st two years
- 12 paid holidays
- 401k with a 4% match

### **POSITION SUMMARY**

This position will provide direct patient care services, including assessing and managing patients in the health center environment by following established standards and practices. The individual will facilitate the mission of Metro Community Health Center to ensure the delivery of quality patient care and coordination of supportive services within the health center. The position utilizes the nursing process to ensure the quality, cost effective to patients in all stages of the life cycle, including other duties, tasks, or projects, as needed.

### **ESSENTIAL FUNCTIONS**

- Demonstrate a high level of skill in the delivery of family medicine services within all ages of the life cycle
- Perform complete physical exams; obtain complete medical history and record findings; order appropriate laboratory and diagnostic procedures; document patient information and care provided in patient record and maintain statistics
- Interpret and integrate data to determine preliminary diagnosis and therapeutic plan
- Perform procedures as directed by physician and/or as directed by written agreement, administer medications and injections in compliance with state law and health center guidelines, and instruct patient/family regarding medications and treatments
- Educate patients regarding health and illness prevention, recommend community resources to meet patient and family needs
- Triage patient telephone calls and provide consultation, initiate or complete administrative tasks and acquire all necessary information, instructions, and materials as required
- Provide continuity of patient care in collaboration with other health care professionals

- Telephonic triage duties, including patient and pharmacy new and refill prescriptions
- Participate in activities that contribute to education and research, including the precepting of students
- Comply with requirements of appropriate regulatory agencies (i.e. OSHA, CUA, PA Department of Health)
- Perform pre-authorization from insurance companies for patient care and services
- Demonstrate interpersonal skills in managing difficult clients and patients
- Demonstrate high degree of knowledge and competency in the practice of medicine and associated charting requirements
- Requisite skills and ability to perform certain medical tasks as assigned
- Demonstrate a high level of problem-solving skills to better serve patients and staff
- Strong attention to detail and accuracy
- Ability to utilize computers for data entry and information retrieval
- Excellent verbal and written communication skills in a professional manner
- Ability to implement and evaluate operational administrative processes
- Provide direct care to patients as assigned and qualified to perform
- Assists the clerical and clinical teams with the coordination and scheduling of patients
- Assess, review, and develop nursing plans to ensure maximum patient outcomes
- Provide counsel, support, advice, and support patients and their families
- Complete all patient charting and ensure all patient records are current and complete
- Attend meetings, patient conferences, and planning sessions related to quality assurance, patient care, and other related topics within the clinic
- Attend seminars and maintain all licensure requirements for continuing education and best practices
- Participate in quality strategies to evaluate compliance with standards, and to identify opportunities to improve patient outcomes
- Performs duties including, but not limited to, vital signs, assisting the clinician with procedures, providing patient instructions, and conducting in-office testing and procedures
- Supports the clinical team with education and training
- Assists the clinical team with quality assurance standards and measures
- Provides patient education teaching and training relative to disease processes, health maintenance, ordered procedures, and counseling regarding medication and nutrition
- Maintains HIPAA compliance practices at all times

## **REQUIREMENTS**

- Successful completion of an approved nurse practitioner program required. BSN required, MSN preferred
- Current licensure for nurse practitioner
- Current Act 33/34 clearance required
- Current Act 73 – FBI clearance required
- Demonstrated experience developing personal practice guidelines that are dependent on knowing what the aspects of the situation look and sound like in actual patient situations

- Demonstrated success in providing clinical care and nursing support within an organization of comparable pace and complexity
- Demonstrated success in managing difficult patient situations
- Significant knowledge of medical practices and procedures within a primary care environment
- Demonstrated success and experience with difficult patient services and the proper knowledge and use of medical devices and equipment
- Demonstrated success and familiarity with tools, technology, and systems typically found within most progressive health care environments (i.e. personal computer skills, spreadsheets, word processing, patient records systems, EMR systems, etc.

### Physical Requirements

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools or controls; reach with hands and arms; and talk and hear. The employee must be able to occasional lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Noise level in the work environment is usually quiet.