

 **Job Description**

**Job Title:** Mid-Level Practitioner (Nurse Practitioner/Physician Assistant)

**Classification**: Full time/Exempt – this position will be working 6 hours on Saturday, 4 hours on Sunday, and 12 hours on Monday & Tuesday.

**Education Required**: Graduate of accredited Nurse Practitioner or Physician Assistant program

**Reports to**: CEO of LLC

**Creation Date**: 3/4/2013

**Revised Date**:

**Job Summary**

Provides medical care to patients of varying types and acuity and responsible for the continuous and comprehensive management of a broad range of health services. Utilizes the knowledge and skill acquired through specialized training, to promote health, prevent disease, and to assess patient health care management. Patient care is to be delivered in collaboration with and under the direct supervision of the Physician.

**Essential Duties and Responsibilities**

* Obtains detailed patient medical history.
* Assesses physical status of patient through physical examination.
* Administers therapeutic procedures such as injections, immunizations, suturing and wound care.
* Orders X-rays, electrocardiograms, laboratory tests and other diagnostic procedures, and interprets results.
* Instructs patients on prescribed therapeutic regimens, home care and health maintenance.
* Prescribes medication for patients.
* Evaluates outcomes of direct patient care and consults with other specialists as required.
* Maintains required electronic medical records and records progress notes as to status, treatments and procedures.
* Provides preventative health care services to long-term patients and arranges consultations and referrals.
* Other duties as may be assigned.

**Job Requirements**

**Education:** Master’s Degree for Nurse Practitioner or Physician Assistant from accredited school.

**Licensure/Certification:** Licensure in the State of Indiana as a Nurse Practitioner or Physician Assistant is required. CPR, BLS and ACLS certification is required.

**Experience**: Previous experience as a Nurse Practitioner or Physician Assistant in a Clinic Practice is preferred. Strong communications skills, verbal and written, required. Must possess well-developed interpersonal skills to work smoothly and productively with patients, as well as administrative, nursing and physician staff members. Must possess highly developed organizational skills and be very reliable, as this position requires daily access to patient information, which is extremely confidential. Strong computer skills and use of electronic medical records required.

**Physical Requirements**: Frequent standing and walking; occasional sitting. Pushing, pulling, stooping, and bending. Occasionally lift up to 50 lbs.

I have received my job description and understand that I will be evaluated on the requirements as described therein.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_