

# SWLA CENTER FOR HEALTH SERVICES

## JOB DESCRIPTION

**JOB TITLE:** Nurse Practitioner  
**DEPARTMENT:** Medical  
**SUPERVISED BY:** Chief Health Officer

### **SUMMARY:**

SWLA Center for Health Services, Inc. will use the services of mid-level practitioners to compliment the care being provided by the Physicians employed by the Center. For purposes of this job description, a nurse practitioner is an advanced practice nurse that helps with aspects of patient care, including diagnosis, treatments and consultations. They will work with the other clinical staff a SWLA only in the ambulatory setting and can perform independently in collaboration with the physician who has certified their collaborative agreement. Based on HRSA guidelines, Advance Practice Nurses (Nurse Practitioners) are expected to complete appropriate number of patient encounters per year. They are expected to have a valid Louisiana Nursing license and DEA number. They must, on an annual basis, obtain the necessary continuing education credits to maintain their license in good standing. Must maintain certification in Basic Life Support and Advanced Cardiac Life Support.

### **EDUCATION, TRAINING AND EXPERIENCE:**

1. Graduation from an accredited school of nursing or a nurse practitioner program recognized by the Louisiana State Board of Nursing.
2. Hold an advanced or graduate nursing degree or an APRN certification and current with the LSBN requirements for CEU's.
3. Hold a current, unencumbered LA license to practice nursing and advanced practice registered nursing.
4. Experience in writing policies and procedures.
5. Proficient in Microsoft Word and Excel.
6. Ability to relate with effectiveness to employees of the Health Center.
7. Critical thinking skills and an ability to work through processes in an objective manner.
8. Sufficient experience to carry out the duties of this position.
9. Knowledge of Health Center Practice management and EMR platforms.

### **JOB RESPONSIBILITIES:**

1. Obtains complete medical history from patient, and/or family, and /or previous medical record, etc.
2. Prescribes medications according to therapeutic goals and SWLA protocols, explains treatment to patients, and families.
3. Assesses, diagnoses, implements treatment, evaluates and monitors patients' health status.

4. Performs complete physical examinations on patients.
5. Orders routine and diagnostic lab and x-ray studies according to standing orders.
6. Diagnoses acute and chronic illness on the basis of clinical findings, laboratory and x-ray reports and/or the results of other diagnostic procedures according to approved protocols.
7. Formulates initiates and monitors patient management plans for patients assigned to the Family Nurse Practitioner, using protocols and/or consultation with a supervising physician.
8. Serves as Team Leader of SWLA Redesign Team® assigned to practitioner.
9. Refers patients requiring hospitalization or assessment and management of conditions to supervising physicians or appropriate specialist. Follows patient's progress with physician.
10. Renders emergency care and treatment including cardiopulmonary resuscitation, starting I-V fluids, medications and sutures lacerations.
11. Consults with physicians and other members of the health care team as necessary.
12. Understands and complies with applicable federal/state laws and standards of conduct as related to assigned job duties.
13. Maintains all patient records to comply with required standards, reviews records regularly and obtains physician counter signatures where necessary.
14. Attends all medical staff meetings and participates in Primary Health Services Center Q/A program.
15. Participates in departmental or organizational quality/continuous performance improvement activity.
16. Attains goals or improvements established for the employee.
17. Consults with Chief Health Officer/other physicians on a daily basis to ensure compliance with HRSA, JACHO and NCQA requirements.
18. Consults with physician and other members of the health care team as necessary to ensure that Redesign teams are staffed effectively.
19. Ensures that patient flow meets Redesign benchmarks and cycle times are at or less than 45 minutes.
20. Assumes additional duties when necessary as required by SWLA to meet the goal of providing primary health care services.
21. Recommends modifications, additions or deletions of personnel policies to ensure reasonable hours and acceptable working conditions to provide patient care coverage.
22. Initiates and participates in problem solving policy forming conferences for patient care services. Maintains close coordination with all departments to ensure continuity and collaboration of services.
23. Participates in management, medical staff and clinical leaders in the facility's decision-making process.
24. Plans and recommends to CHO-Health Services Director new facilities or equipment or modifications thereto needed to provide patient care.