



## Job Description

### Nurse Practitioner/Physician Assistant

**Date:** July 2023

Exempt  Non-Exempt

**Department:** Health Center

**Salary Range:** \$134,000 - \$162,000 base compensation plus productivity incentive

**Reports To:** Medical Director

**Written By:** Cheryle Pickle, CMPE

**Supervises:** Directly: 0 Indirectly: 2+

**Approved By:** Karin Hennings, CEO

#### **Job Summary:**

Under indirect supervision, provides independent primary care, emphasizing women's health, in various clinical settings to a specified population of non-emergency patients. Provides consultation and advice to others as a highly specialized practitioner.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Performs medical examinations and evaluations, diagnosis, treatment, follow-up, consultation, and health education.
- Obtains patient histories and develops patient care charts, ensuring completeness and accuracy. Provide health education to students, families, and/or community health practitioners and groups, within the specialty area.
- Supervise and/or coordinate the activities of patient care and/or support staff.
- Administer a specific healthcare activity as appropriate.
- May participate in planning programs and/or infection control methods.
- Maintains Electronic Health records for all patients in a timely manner.
- Practices within the limits of Standardized Procedures.

#### **SUPERVISORY RESPONSIBILITIES:**

Indirectly supervises Medical Assistants.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

#### **EDUCATION and/or EXPERIENCE:**

State of California Furnishing License.

Minimum 1-year experience directly related to the Essential Duties

#### **LANGUAGE SKILLS:**

Ability to read and interpret documents operating and/or maintenance instructions and procedure manuals. Ability to speak effectively with customers and all members of the health care team. Bilingual Fluent in the English/Spanish language, both written and oral.

Strong analytical, planning, and strategy skills.

Ability to collaborate, motivate and support teammates.

Strong organizational and interpersonal skills.

Strong Verbal and written communications skills  
Ability to multi-task, work under pressure, and meet deadlines required.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**OTHER SKILLS and ABILITIES:**

Involvement in community/civic health matters/projects as appropriate.

**PHYSICAL DEMANDS:**

Must successfully complete employment physical exam.

Able to function effectively under stressful situations.

These essential functions identify the major requirements of the job. They are not an exhaustive list of all job requirements. An Employee may be called upon to perform physical actions not specifically identified in this job description.

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, and talk or hear. The employee is occasionally required to stand, walk, climb, balance, stoop, or crouch.

The employee may occasionally lift and/or move up to 40 pounds and push up to 100 pounds on wheels. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. (See complete "Physical Requirements" attached).

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee would encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

The work environment involves exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment. Tasks do involve risk of exposure to blood/body fluids.

**COMMENTS:**

**RISK EXPOSURE CATEGORY I**

Risk of exposure to blood/body fluids on Health Clinic location

**DISCLAIMER:**

This job description indicates the critical features as described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. The incumbent may be asked to perform other duties as assigned.

**ADDITIONAL INFORMATION**

All your information will be kept confidential according to EEO guidelines.

Del Puerto Health Care District is an Equal Opportunity Employer-Minorities, Females, Veterans and individuals with disabilities are encouraged to apply.

Del Puerto Health Care District participates in E-Verify during the hire process at its locations for all new employees.



## JOB DESCRIPTION-PHYSICAL REQUIREMENTS

**TITLE: NURSE PRACTITIONER / PHYSICIAN ASSISTANT:**

Please check one box below in Section I and Section II which apply to this job description. Comments can be made in Section III.

C = Constant (76-100%) F = Frequent (51-76%) O = Occasional (26-50%) S = Seldom (1-25%) N = Never (0%)	E - Regardless of frequency, this activity is indispensable. M - This activity is useful and helpful but not absolutely essential.
--	---

	Section II			Section III				
Section I	C	F	O	S	N	E	M	Comments:
<b>Basic Skills:</b>								
Reading		X				X		
Writing		X				X		
Math		X				X		
Talking		X				X		
Hearing	X					X		
<b>Physical Demands:</b>	<b>C</b>	<b>F</b>	<b>O</b>	<b>S</b>	<b>N</b>	<b>E</b>	<b>M</b>	
Sitting		X				X		
Standing		X				X		
Walking		X				X		
Stooping		X				X		
Crawling		X				X		
Climbing				X		X		
Reaching Overhead			X			X		
Crouching			X				X	
Kneeling		X				X		
Balancing		X				X		
Pushing or Pulling (10-100 lbs)		X					X	
Lifting or Carrying		X				X		
10 lbs. or less		X				X		
11 to 25 lbs.		X				X		
26 to 50 lbs.			X			X		
51 to 75 lbs.			X			X		
76 to 100 lbs.				X		X		
Over 100 lbs. (assist lift)			X			X		
Moving Patients		X		X		X		

(DWN14.TXT)

### Candidate's Statement

I have reviewed the position physical qualification assessment for the job I am applying for. To the best of my knowledge, I am physically capable of safely performing the tasks identified.

I understand that any omission or misrepresentation of material fact in this application may result in refusal of or separation from employment. I hereby authorize the company to make any investigation of my background deemed necessary regarding employment. I have no objection to making application for security clearance, if necessary, signing an employee agreement on confidential information and inventions or taking a medical examination. I agree to abide by all company safety and health rules and to use protective equipment as directed by my supervisor.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date