

BELL COUNTY PUBLIC HEALTH DISTRICT
Job Description

POSITION: Advanced Practice Nurse Practitioner - Registered Nurse

GENERAL DESCRIPTION:

Functions as a Women's Health or Family Nurse Practitioner providing primary health services under the general supervision of the Director of Clinical Services and Systems and the Medical Director.

Reports To: Director of Clinical Services and Systems
Health District Director

DUTIES AND RESPONSIBILITIES:

- Collaborates with the Medical Director and Director of Clinical Services and Systems in overseeing and coordinating the multidisciplinary care delivered to all patients, to optimize quality patient care.
- Identifies the physical, social, and emotional needs of individuals and families utilizing chart review, interview, health history, physical evaluation, laboratory, and other assessment tools to provide comprehensive assessment, diagnosis, and treatment for patients in the family planning, well woman, and sexually transmitted disease clinics of the BCHD.
- Implements a plan of care and prescribes medication and/or treatment per protocols or standing delegation orders, and orders referrals as needed.
- Performs procedures commensurate with training, specifically in regard to family planning methods e.g. IUDs and implantable contraceptives.
- Provides comprehensive care education to patients and families.
- Ensures appropriate follow up care, timely response to abnormal labs, and referrals.
- Provides timely and accurate documentation of all patient encounters, abnormal labs, or test results, and follow up plans in the EMR, and appropriately codes for all services.
- Reviews and revises annually (and more frequently as needed) Nurse Practitioner Protocols to ensure they are up-to-date and relevant. Assists in revision and maintenance of Standing Delegation Orders, in collaboration with the Medical Director.
- Monitors guidelines for the management of care and for ensuring that the services are delivered in compliance with the BCHD and all granting/funding agencies.
- Participates in monthly chart review process with Medical Director, and complies with Prescriptive Authority Agreements (PAA) and NP Protocols. Ensures PAA is kept up to date.
- Maintains a collaborative relationship and environment with providers, clinical staff, and support staff.
- Supports academic, educational, and research endeavors.
- Attends and actively participates in Patient Safety committee meetings, Quality Assurance, Performance Improvement Programs, and Peer Review committee meetings.
- Serves as a resource to the community.
- Provides relief nursing services for all nursing personnel in BCHD Family Planning, STD, Immunization, and Tuberculosis clinics as needed.
- May have supervisory responsibility for orientation, teaching, and evaluation of other personnel assigned to assist the Nurse Practitioner in the delivery of primary health care

services within the area of specialty.

- Completes required annual training and maintains continuing education credits as required by licensing board and the BCHD.
- Demonstrates exemplary attendance and punctuality during all designated work hours and activities. Uses HRIS system to record working hours. In the event of anticipated late arrival or absences, communicates directly with supervisor and HR.
- Participate in professional development activities to maintain and gain knowledge within the field.
- Serve as part of public health emergency response efforts, as needed.
- This job description is not intended to be all inclusive. Employee will perform other job-related duties as assigned. BCHD reserves the right to revise job duties and responsibilities as the need arises.

SPECIAL CONSIDERATIONS/REQUIREMENTS/RECOMMENDATIONS:

- Potential occupational exposure risks to bloodborne pathogens exist.
- Increased risk for exposure to and possible transmission of vaccine-preventable diseases/tuberculosis
- Must have appropriate immunizations according to BCPHD Staff Member Immunization Policy.

QUALIFICATIONS:

- 1-2 years of experience as a Women's Health or Family Nurse Practitioner
- Master's Degree in Nursing from an accredited school of nursing
- Graduate of an accredited Women's Health or Family Nurse Practitioner program
- Current and unencumbered licensure as an Advanced Practice Registered Nurse (APRN) by the Board of Nurse Examiners for the State of Texas or ability to qualify through compact state nursing reciprocity.
- Training in IUD insertion and removal, Nexplanon insertion and removal, and performing wet preps is desirable.

I have read and understand the contents of my job description. I have received a copy of my job description.

Signature of Employee

Date

Signature of HR Director

Date