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ILANKA COMMUNITY HEALTH CENTER (PA-C, FNP Medical Practitioner)

Team: Health and Wellness Team
Reports to: Medical Director
FLSA Status: Exempt

Salary Range: DOE
Schedule: Fulltime, Regular
Last revised: May 2017

Ilanka Community Health Center (ICHC) is a program of the Native Village of Eyak (NVE). ICHC is a primary care clinic that cares for all patients, regardless of ability to pay. Midlevel practitioners provide primary medical care to all ICHC patients and clients per individual scope. This position makes referrals to other healthcare providers when more comprehensive or specialized care is needed. Ilanka Community Health Center promotes a team based approach to care.

This position exercises latitude in determining objectives and approaches to critical assignments.

Responsibilities/Duties

- Assesses the health status of the patient and performs diagnosis services which include securing medical histories and conducting examinations.
- Accurately diagnoses and treats illnesses, injuries, and acute/chronic conditions within appropriate guidelines.
- Determines course of care within individual scope, based on experience and training, collaborating with physicians and others as necessary.
- Interprets a variety of diagnostic test results in order to define health problems and ascertain therapy required.
- Selects/prescribes appropriate medication, including dosage, routes and frequency pattern, based upon accurate knowledge of patient characteristics and concurrent therapies.
- Consults, collaborates, and makes patient referrals to physicians, other health care providers, and specialty clinics, both in and out of Cordova as needed.
- Performs a variety of laboratory and infusion procedures.
- Reviews x-rays and sonograms. Assures that a radiologist interprets all x-rays and sonograms.
- Appropriately uses Electronic Medical Records for charting all aspects of care after initial examination through follow-up exams and discharge in accordance with rules and regulations and relevant state and federal law.
- Provides services through home visits as necessary.
- Provides health counseling and patient education.



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- Participates in community-wide health care activities such as health fairs, needs assessments, screening outreach, etc. as well as Native Village of Eyak outreach events when available.
- Helps determine need for local specialty clinics.
- Utilizes CPT and ICD-10 coding for patient encounters in order to accurately bill for services.
- Completes all charts within 24 hours to ensure timely billing and that all billable revenue is obtained in accordance with laws, regulations and contracts.
- Complies with various laws, rules, and regulations required of a health care facility.
- Works with facility and medical staff through the processes of quality improvement, peer evaluation, professional and staff meetings, and state rules and regulations to ensure clinical standards are maintained at the facility.
- Follows HIPAA guidelines and Privacy Rule.
- Must maintain a neat and clean appearance.
- Other duties as assigned.

Experience Requirement

Minimum of one year of primary care clinical experience. Minimum of one-year emergency/acute care clinical experience. Experience with healthcare information systems, such as electronic health record and practice management preferred.

Education Requirement

Successfully completed all courses and tests required to become a licensed PA-C and/or Nurse Practitioner, must have current Alaska License.

Competency Requirements (Knowledge, Skills and Abilities)

- Required to understand and work within the guidelines of the Department of Health and Human Services HIPAA Act and Privacy Rule.
- Must have a current Drug Enforcement Administration (DEA) number, and is required to apply for and maintain medical staff membership and clinical privileges at the facility.
- Demonstrates respect for differences in cultural and social responses to health and illness and incorporates health beliefs of the individual/community into treatment and management modalities.
- Demonstrates a high level of confidence and clinical proficiency in carrying out a range of primary, gynecological, emergency and acute care procedures, treatments and interventions.
- Has the capacity to use the knowledge and skills of extended practice competencies in complex and unfamiliar environments.
- Uses critical judgment to vary practice according to contextual and cultural influences.
- Demonstrates skills in accessing established and evolving knowledge in clinical and social sciences, and the application of this knowledge to patient care and the education of



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others. Confidently integrates scientific knowledge and expert judgment to assess and intervene to assist the person in complex and unpredictable situations.

- Critically appraises and integrates relevant research findings in decision making about care management.
- Consistently demonstrates a thoughtful and innovative approach to effective clinical management planning in collaboration with the patient/client.
- Proficient in the use of or ability to be trained in electronic medical records
- Works with administrative, medical staff and patients/public in a cooperative, professional manner, ensuring patient encounters reflect a calm and caring manner.
- **Performance Requirements**
- Regularly bend and/or crouch for long periods of time to perform patient medical services.
- Regularly use fine motor skills at a heightened ability to perform procedures.
- Typically use sight, smell and touch to complete job tasks accurately.
- Typically lifts 15 lbs. to coordinate work, occasionally assist in lifting patients in excess of 100 lbs.
- Regularly manipulate electronic data to gather, input and otherwise coordinate work.
- Regularly use mental, oral and written methods to complete work.

Environmental Factors

Majority of work will be completed in an office within a medical primary care clinic.

Exposure to Hazards

Housekeeping products.

Category I: Tasks routinely involve a potential for mucous membrane or skin contact exposure to blood, fluids or tissue. Use of personal protective equipment (PPE), when appropriate, is required.

Disclaimer

Nothing in this job description restricts NVE's right to assign or reassign duties and responsibilities to this job at any time. By signing below I acknowledge receipt of this job description and that my supervisor has discussed it with me.

Employee Signature *Date*

Supervisor Signature *Date*

Team Leader Signature *Date*