



Position Description

<u>Position Title:</u>	Family Nurse Practitioner
<u>Reports to:</u>	Medical Director
<u>FLSA Status:</u>	Salary, Exempt-Professional
<u>Schedule:</u>	Part or Full-Time

Position Summary

In addition to performing clinical duties, the Family Nurse Practitioner works collaboratively with the Medical Director on a number of activities related to the delivery of medical care and clinical services, including such issues as: cost management, utilization review, quality assurance, and medical protocol development.

These duties are to be performed to ensure the fulfillment of Phoenixville Free Clinic's mission to "provide quality health care to the uninsured with dignity and respect."

Although the Family Nurse Practitioner must work independently to fulfill the responsibilities of the job, he/she must also work collaboratively, in a teamwork spirit, with the Medical Director and PFC team on a daily basis in the best interests of the PFC and its mission.

Major Responsibilities

1. Assists the Medical Director in overseeing all clinical operations at The Phoenixville Free Clinic, including ensuring that our Mission Statement is upheld. Monitors quality and appropriateness of medical care. Provides guidance and leadership for performance guidelines.
2. Provides direct medical patient care to PFC patients.
3. Refers patients for special types of diagnostic treatments or medical procedures and coordinate plans for treatments, as appropriate and available.
4. Keeps and prepares accurate medical reports and records.
5. Consults with the other physicians concerning the medical histories of patients, as needed.
6. Ensures specialist physicians and volunteer physicians are supported by experienced clinic nurses to make best use of each other's time.

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7. Works with the Medical Director as needed to oversee ordering of all medical supplies including medications and oversight of the pharmaceutical closet.
8. Works with the Medical Director as needed to oversee lab testing protocols and procedures, both “in-house” and those tests sent to a third-party lab.
9. Provide support, advice and help for the work of the nurses in PFC.
10. Assists every worker in understanding our non-profit nature and essential conservation of medical resources.
11. Assists Clinic Manager with instruction on scheduling requirements for each Clinician.
12. Teaches, or cooperates with other clinicians with their teaching of nurse practitioner and medical students at PFC.
13. Works with the Medical Director to manage Quality Assurance (QA) projects and reports as appropriate and needed.
14. Works with the Medical Director as needed to develop clinical policies and procedures.
15. Works with the Medical Director as needed to manage strategic development for clinical issues.
16. Works with the Medical Director as needed to oversee documentation and care planning.
17. Works with the Medical Director as needed to handle clinical patient complaints.
18. Addresses emergency issues as needed.

Qualifications

1. Family NP degree from an accredited institution.
2. Must possess a valid license to practice medicine in the State of Pennsylvania.
3. Must possess a valid DEA license.
4. Ability to effectively communicate with other medical staff and patients in both written and verbal forms.
5. Understanding of the requirements of indigent patients. Ability to interact effectively with people from various social and economic backgrounds in the community.
6. Ability to speak Spanish and/or Portuguese is helpful but not required.
7. Ability to work as needed with a Board of Directors of diverse individuals and take direction from the Board and Executive Director.
8. Ability to work collaboratively in a team environment and to provide strategic leadership.
9. Compose clear, concise written correspondence, e-mails and reports with appropriate distribution lists.
10. Effectively oversee administrative tasks in a timely, organized manner.
11. Possess excellent interpersonal skills that are reflected in an ability to interact professionally with staff and volunteers as well as executives from professional organizations and people in the community.

Physical Qualifications



In compliance with the Americans with Disabilities Act, the following have been identified as physical requirements of the job:

1. The employee must be able to climb two to three flights of stairs repeatedly during the day.
2. Frequently required to use hands to palpate, handle, or perform keyboard functions.
3. The employee is frequently required to sit or stand for long periods of time and walk distances, as well as stoop, bend, kneel and crouch.
4. The employee must occasionally lift and/or move up to 25 pounds.
5. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to talk and/or hear.
6. Ability to function in a work environment with low to moderate noise level.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compensation and Benefits:

- Competitive salary based on experience and scope of responsibilities.
- Comprehensive benefits package, including health insurance, and retirement plans for full-time employees. Part-time employees receive PTO proportionate to their hours.

PFC is an inclusive Equal Opportunity Employer; we prohibit discrimination and harassment of any kind. We are dedicated to providing a safe, equitable, respectful, and supportive work environment to all without regard to race, color, religion, sex, gender, national origin, age, pregnancy, disability, sexual orientation, military or veteran status, genetics, or any other status protected by federal, state, or local laws. This policy applies to all terms and conditions of work, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Phoenixville Free Clinic reserves the right to revise or change job duties and responsibilities as the need arises. This job description pertains to an "at will" position with the Phoenixville Free Clinic and in no way constitutes a written or implied contract of employment.