

Positive Impact Health Centers, Inc.
JOB DESCRIPTION

Position Title: Nurse Practitioner or Physician Assistant
Employee Classification: Full Time (Exempt)
Department: Clinical Care
Medical Supervision: Medical Director
Reports to: Clinic Director
Last Revised: July 28, 2017

Positive Impact Health Centers (PIHC) is a community leader in providing HIV prevention, care and treatment services. The PIHC model of care assures that persons with HIV have access to medical, pharmacy, dental, behavioral health and social services, providing the best opportunity for patients to achieve high-quality health outcomes. PIHC also provides aggressive HIV prevention services to men who have sex with men (MSM), injection drug users, and others at the highest risk for HIV infection. Centers are currently located in Duluth and Midtown. Service area includes the twenty county eligible metropolitan area surrounding Atlanta.

General Narrative Description of Position: The Nurse Practitioner (NP) or Physician Assistant (PA) will provide primary care and HIV specialty care for HIV/AIDS patients throughout the spectrum of disease. The NP/PA provides direct services to patients with the support of the Clinic RN, MAs and Patient Advocate. The Clinic Director supervises the NP/PA. All medical staff members provide care per the clinic's Standard Operating Procedures and protocols set by the Medical Director.

Essential Job Functions:

1. Effectively identifies, evaluates, and addresses disease prevention and health promotion issues of the population in care in the Program while administering quality patient care in a timely and efficient manner.
2. Works in an independent and interdependent relationship with members of the client services staff, which allows for consultation, collaboration, and/or referral.
3. Responsible for the diagnosis and treatment of acute, chronic, and long-term healthcare issues.
4. Responsible for documenting all HAB Core Performance Measures and abide by protocols to ensure these measures are addressed.
5. Educates patients and/or families about preventive care, medical issues, and use of prescribed medical treatments and/or medications.
6. Maintains legible, accurate, and confidential medical records. Documents all medical evaluations, diagnoses, procedures, treatment, outcomes, education, referrals, and consultations consistent with Client Services Policies and Procedures Manual.
7. Conduct initial comprehensive exam to assess medical status and needs of new patients.
8. Conduct CD4 count and viral load testing as medically appropriate for patients.
9. Discuss and offer antiretroviral combination therapy appropriate and consistent with current protocols and national guidelines.

10. Offer prophylaxis and treatment for opportunistic infections and other illnesses as defined by protocols and national guidelines.
11. Order appropriate immunizations.
12. Screen patients for STDs at least annually.
13. Review Hepatitis panels and order immunizations as medically appropriate; initiate Hepatitis C treatment in conjunction with the Medical Director.
14. Order appropriate follow-up visits for patients after comprehensive exam visit.
15. Make appropriate specialty care referrals for appropriate patients including routine referrals for a dental exam.
16. Conduct health maintenance screenings as appropriate for gender and age.
17. Perform Annual comprehensive physical exams.
18. Attend patient case conferences as scheduled.
19. Staff patients with medical director at least once a month.
20. Maintain continuing education requirements for licensure and national certification
21. Analyze new knowledge gained from conferences, workshops, professional literature, or "hands-on training" and assimilates this knowledge into clinical practice.
22. Update Clinic Standard Operating Procedures as necessary or in conjunction with other clinic staff.
23. Abide by all clinic, state and district policies regarding confidentiality of patient information and HIPPA regulations.

Additional Duties:

1. Network with other agencies, physicians, and hospitals for HIV care.
2. Serves on the Clinical Care CQI Team;
3. Perform other duties as assigned

Marginal Job Functions:

1. General clinic housekeeping
2. Inform CMA of supply needs.

Required Knowledge, Skills and Personal Qualifications:

1. Georgia Licensed NP or PA. With at least 3-5 years of experience as NP/PA in clinical setting.
2. Successful candidate will be a self-starter with the ability to multi-task.
3. Electronic Medical Record system knowledge preferred.
4. Possess excellent communication skills (writing, spelling, listening and speaking).
5. Cooperates as a team member.
6. Possesses problem solving and decision making abilities
7. Ability to work without close supervision
8. Utilizes good management techniques
9. Follows through to completion of assigned tasks
10. Proficiency in word processing, spreadsheet database and presentation software.
11. Abides by all polices and procedures concerning personnel including conflict of interest policy.

Physical Demands:

The physical demands described here are representative of 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 the essential functions.

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

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

NOTES:

- 1. Positive Impact Health Centers, Inc., is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of race, creed, color, religion, gender, sexual orientation, gender identity/expression, national origin, disability, age, or covered veteran status.*
- 2. Recreational drugs, weapons and violence are not permitted on agency property or at any agency events or programs.*

Revised by:

Rosemary Donnelly