



Upper Hudson Planned Parenthood

JOB DESCRIPTION

Position Title: Clinician (Nurse Practitioner, Physician's Assistant, Nurse Mid-Wife)
Department: Health Center Operations **Reports to:** VP for Operations
Location: Health Center as assigned **Reviewed By:** Human Resources
FLSA Status: Non-exempt

SUMMARY OF POSITION

The Clinician is responsible for providing direct patient care in the context of a comprehensive reproductive health visit, in accordance with UHPP standards and guidelines, in an efficient, sensitive, professional manner.

This position requires a full understanding of the protocol of medical procedures and a working knowledge of the standards of practice established by Upper Hudson Planned Parenthood.

ESSENTIAL JOB FUNCTIONS:

1. Responsible for securing and recording complete health history under protocol.
2. Responsible for conducting and recording appropriate medical examination with special emphasis on the reproductive system, as established by medical policy. This includes securing specialized screening procedures (i.e., cytologic smears, etc.), discussing and providing Medication abortion to patients and discussing Surgical abortion. All aspects of patient care must be presented factually and un-biased, including birth control options and abortion.
3. Under the direction of the Vice President of Patient Services, the Clinician will be responsible for appropriate patient follow-up.
4. In collaboration with the Vice President of Medical Affairs, the Clinician will make appropriate referrals for care necessary, beyond that which is available by UHPP established policy.
5. Collaborate with other members of the health team, community agencies, and resources through joint planning and coordination of activities in providing comprehensive care.
6. Provide relevant health instruction to include family planning, nutrition, sexual counseling, and principles of health promotion and maintenance.
7. Participate in departmental meetings and quality assurance activities and trainings which affect policies that relate to the delivery of health care.
8. Attend HIV/AIDS training sessions related to testing and counseling on HIV as assigned.
9. Provide HIV risk assessment evaluation, pre-test counseling, testing, and post-test counseling to UHPP patients as assigned.
10. Participate in On-call rotations.
11. General Clinic Matters;
 - a. Provides clinical supervision of unlicensed personnel and Licensed Practical Nurses as needed.
 - b. Accept individual and joint responsibility for and participate in clinic efforts to achieve:
 - o Annual plan (i.e., Clients to goal)
 - o Telephone response time

- Appointment show rate of 70% or higher
 - Attainment of annual clinic fiscal goals in revenue, expenses, and contribution margin
 - Participates in quality assurance activities and continuous quality improvement activities as assigned
 - c. Ensure the good working condition of office equipment.
 - d. Maintain adequate inventories of all necessary supplies, educational materials, forms, contraceptives and other items necessary to ensure uninterrupted service to patients.
 - e. Produce monthly audit reports as needed for Administration.
12. Provide relief coverage at other sites as scheduled and work at least one evening shift per week and a Saturday rotation as scheduled
13. Financial:
- a. Develop a strong working knowledge of the parameters of Title X and Non-Title X with regard to client services
 - b. Possess ability to explain clearly charges, income assessment, insurance aspects, and fee schedule
 - c. Possess strong working knowledge of CPT/ICD-9 coding.
 - d. Identify inaccurate coding practices and missed opportunities to seek third party reimbursement.

QUALIFICATIONS:

EDUCATION AND EXPERIENCE

A current NYS registered professional nurse, with extensive experience and advanced training as a Nurse Practitioner or Nurse Midwife. Certification through NCCPA, NAACOG, NAPNAP, ANCC or the ANA. A specialty in OB/GYN or Family Nurse Practitioner preferred. Licensure or eligible for licensure in NYS as a Nurse Practitioner or registration as Mid-Wife required.

A current NYS registered physician's assistant who is a graduate of an approved Physician's Assistant training program and holds certification by the Physician's Assistant Association. Experience in OB/GYN preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively 1:1 with patients, co-workers, internal and external customers, and outside contractors and vendors.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

ADDITIONAL SKILLS

- Ability to relate to diverse communities
- Accuracy and attention to detail,
- Work independently and as a team member.
- Possess a warm, caring manner.
- Ability to physically assist a patient in distress.

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- Ability to work under pressure.
- Computer skills desirable.
- Professional appearance and attitude.
- Availability to work flexible hours, as required.
- Strong commitment to the goals, quality healthcare and excellent customer service
- Family planning experience desirable.

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 regularly required to stand, walk, talk and hear. The employee frequently is required to use hands and fingers to handle or feel and reach with hands and arms.

Physical Requirements		Frequency of Physical Requirements
Sitting	Frequently	Never : 0% Occasional: 1%-25% Frequently: 26%-50% Continuous: 51%-100%
Standing	Frequently	
Walking	Frequently	
Lifting (less than 15 lbs)	Frequently	
Lifting (more than 15 lbs)	Occasional	
Bending	Occasional	
Reaching	Occasional	

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately quiet.

Travel:

While performing the duties of this job, the employee will have to travel to other work locations at various times. Own transportation is preferred, with a valid driver’s license, inspection, registration and adequate insurance.

Other:

1. This job description is not intended to be all-inclusive. The employee will also perform other reasonable related duties as assigned by the supervisor or management.
2. Management reserves the right to change, assign or reassign job duties, hours, and locations as needed. This document is for management communication only and not intended to imply a written or implied contract of employment.
3. I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.
4. I understand that UHPP is an “at-will” employer.

Employee Signature: _____

Date: _____

Approved by:

Supervisor: _____

Date: _____

Human Resources: _____

Date: _____