

POSITION: Nurse Practitioner or Physician Assistant

Department: Medical Providers

Reports To: Practice Director and Dermatologist/Owner

Overtime Status: Exempt/Salaried

Job Summary: This position is responsible for providing dermatologic care services, including assessing, diagnosing, prescribing, treating, and educating patients. Works closely with physician/dermatologist and other clinicians in a team approach to patient care.

Primary Job Responsibilities:

1. Assesses patient status by obtaining health history through patient/family interviews and chart reviews; assessing/presenting illness, risk factors, family history, psychosocial situation, and cultural factors; and performing appropriate physical examination.
2. Orders/performs appropriate laboratory diagnostic and other screening tests. Seeks other information as needed, including consultation with physicians and other clinicians, for evaluation of illness.
3. Integrates data to determine diagnosis and therapeutic plan, including identification of any health risks.
4. Develops and implements treatment plan by prescribing/dispensing medications and/or injections in compliance with medical practice guidelines and state laws.
5. Instructs patient/family regarding medications and treatments. Educates patients regarding health promotion/illness prevention. Recommends appropriate community resources to meet patient/family needs.
6. Communicates appropriate case management information to other professionals and community agencies.
7. Prepares documentation for medical records including updating patient medical chart by posting examination and test results, diagnosis, medications, and treatment in written/computerized manner.
8. Participates in peer reviews, chart reviews, staff education, clinical guideline development, and other continuing education and quality assurance activities to demonstrate compliance with standards, regulations, policies, and procedures.
9. Collaborates with physician/owner in managing acute and long-term medical needs of patient. Provides monitoring and continuity of care between visits according to treatment plan including triaging patient calls/e-mails.
10. Collaborates with multidisciplinary team members by making appropriate referrals.
11. Performs other duties as assigned.

Education:

- Masters or doctorate degree in nursing practice or physician assistant required.
- ND state license required. Ability to obtain MN license will also be required.

- Ability to obtain SDPA (Society of Dermatology Physician Associates) or SDNP (Society of Dermatology Nurse Practitioners certification within one year of employment.

Experience: Minimum three years of professional experience in a clinic setting, plus two years of nurse practitioner or physician assistance experience. Dermatology experience preferred but not required.

Other Requirements:

- Current CPR certification.

Performance Requirements:

Knowledge:

1. Knowledge of medical model and roles of physician assistant or nurse practitioner including medical terminology, anatomy and physiology, pathophysiology, pharmacology and therapeutics, basic nutrition, behavioral factors, psychosocial/family systems, diagnostic testing, interpretation of results and clinical decision making, alternative treatment modalities.
2. Knowledge of patient assessment techniques including taking medical histories, performing physicals, evaluating health status including state of wellness, and compliance with care recommendations.
3. Knowledge of diagnosing and treating medical problems and developing care plans.
4. Knowledge of medical records documentation in confidential manner.
5. Knowledge of medical equipment and instruments used to administer patient care.
6. Knowledge of common safety hazards and precautions to establish/maintain a safe work environment.
7. Knowledge of health promotion, health risk identification, and patient education principles and techniques.
8. Knowledge of community, professional, and educational resources.
9. Knowledge of practice management systems including electronic health record systems (EHRs).

Skills:

1. Skill in oral and written communication; interviewing to gather medical histories; providing presentations, consultations, facilitation, and documentation, e.g., writing medical orders, patient education materials, and medical record updates.
2. Skill in case management, time management, problem solving, crisis intervention, multitasking, and other organizational matters.
3. Skill in modifying methods and techniques of professional nursing to provide appropriate nursing care and in initiating appropriate emergency response and investigatory procedures.

Abilities:

1. Ability to analyze complex data and draw conclusions.

2. Ability to make responsible decisions within scope of licensure/practice and function independently.
3. Ability to collaborate effectively with physicians or other health care providers on complicated cases.
4. Ability to educate patients, families, staff, and customers.
5. Ability to demonstrate eye-hand coordination, full range of motion, and manual dexterity.
6. Ability to competently use Microsoft Office, including Word, PowerPoint, Excel, and appropriate practice management software.

Equipment Operated: Standard medical examination room equipment and instruments. Using computer/health information management system.

Physical Requirements: Must possess the physical and mental abilities to perform the tasks normally associated with a nurse practitioner or physician assistant such as standing and walking for extensive periods of time. Lifts and carries items weighing up to 10 lbs., occasionally lifts or moves up to 100 lbs. Requires correct vision and hearing to normal range. Requires working under stress in emergency situations and occasionally may involve irregular working hours.

Working Conditions:

Work is performed in a medical/aesthetic office setting using standard medical/aesthetic equipment. Risk of exposure to blood and body fluids is present.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are essential to the performance of this job, and additional job functions include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Employee Signature: _____ Date: _____

Witness Signature: _____ Date: _____