

Core
Resource
Set for
PACE


CRSP

SAMPLE JOB DESCRIPTIONS


PACE NURSE PRACTITIONER



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SAMPLE A

11/02

I. IDENTIFICATION

Position Title: Nurse Practitioner
Department:
Cost Center(s) #:

HR USE ONLY JOB CODE:

Area Dir. Title: Director, Senior Services
Date Completed: (Date)
Work Location(s):

II. PRINCIPAL ACCOUNTABILITIES (SUMMARY)

SUMMARY OF THE PRINCIPAL JOB DUTIES, RESPONSIBILITIES AND PROJECTS.

The Nurse Practitioner (NP) is a RN with advanced education and clinical practice. The NP manages (*PACE Program*) patients, providing primary health care and case management, focusing on disease prevention, wellness and management of minor, chronic and acute illness in collaboration with the (*PACE Program*) Primary Care Providers (PCPs). NP provides holistic care, taking into account the needs and strengths of the whole person. NP works in close collaboration with the entire PACE multi-disciplinary team to establish realistic goals and a thorough participant Plan of Care (POC).

III. POSITION REQUIREMENTS

MINIMUM

DESIRED

Education, credentials, licenses: Graduate of accredited school of nursing, licensed as RN in the (*State*), Masters Degree in Nursing with Advance Practice Certification for nurse practitioner by a national certifying organization recognized by the (*State*) Board of Nursing. Requires Certificate of Authority and Standard Care Agreement with collaborating physician to practice as a nurse practitioner.

Specialized knowledge: Demonstrated exceptional interpersonal relations and problem solving. Clinical experience with adult and geriatric populations. Strong interest and experience in prevention.

Kind and length of experience: 3-5 years clinical nursing practice in an acute or primary care setting.

Desired: Previous experience as an NP, 2 years experience working with the elderly, participation in national professional organization.

WORKING CONDITIONS/PHYSICAL DEMANDS REQUIRED:

Activity	Rarely	Occasionally	Frequently	Consistently	Activity	Rarely	Occasionally	Frequently	Consistently
Walking			X		Manual Dexterity				X
Sitting			X		Use of Hands				X
Pushing		X			Talking				X
Pulling		X			Hearing				
Climbing	X				· Normal Conversation				X
Stooping			X		· Other Sounds				X
Kneeling		X			Vision				
Reaching		X			· Acuity, Near				X
Lifting					· Acuity, Far				X
· Over 50 lbs		X			· Color				X
· Under 50 lbs			X		Standing			X	

Patient Care Providers Only: Incumbent must be trained to provide assessment, treatment or care for patients of all ages with additional education focused on treatment and care of adult and geriatric patients.

IV. PERFORMANCE MEASURES & STANDARDS

MAJOR RESULTS/STANDARDS THIS POSITION IS EXPECTED TO ACHIEVE (IN ORDER OF IMPORTANCE).	% OF WEIGHT
1. Provides comprehensive, coordinated care to (<i>PACE Program</i>) participants in day health center, nursing home or participant home, as appropriate. Works closely with (<i>PACE Program</i>) Medical Director, PCP and nursing staff to meet medical needs of participants. Acts as physician extender per license and (<i>PACE Program</i>) Standard Care Agreement; following consultation with PCP, makes appropriate referral to consultant; acts as spokesperson for medical director/PCP, as requested by medical director/PCP, to ensure care team is fully apprised of medical conditions of participants, hospitalizations and other medical updates. Evaluates and treats episodic illness, emphasizing promotion of health, prevention and early detection. Works closely with the multi-disciplinary team doing assessments/re-assessments, development and follow through of POC.	25%
2. Coordinates the Clinic activities and staff: ensures efficiency, schedules staff, assists in developing policies and procedures, works closely with management and human resources on all human resource issues.	15%
3. Provides relevant participant education. Educates and trains family and caregivers in appropriate care and interventions; and provides staff in-services on a variety of relevant topics.	10%
4. Recommends a variety of pharmacological and non-pharmacological treatments to manage wellness and illness needs. Works closely with the MD and pharmacist.	10%
5. Participates in Quality Assurance activities, systematically reviews records, treatment plans and other sources of data, meeting timelines for providing data to QAPI Coordinator. Works closely with the Medical Director on specified QA activities.	10%
6. Assumes responsibility for maintaining competence in clinical practice. Participates in educational activities in order to maintain and increase competence. Meets and maintains eligibility requirements for certification by the professional organization and current (<i>State</i>) law.	10%
7. Uses research findings as a basis for practice and improves health care through participation in research. Identifies clinical research questions; initiates or participates in the research process; disseminates research findings; and incorporates current research findings into clinical practice.	10%
8. Treats all people with respect, maintains confidentiality and strives toward service excellence. Serves as a role model and mentor for other NPs. Collaborates with other health care providers to deliver optimal health care. Consults as needed and is available to colleagues who need to consult with him/her.	10%
	100%

V. PROBLEM SOLVING

THREE TYPICAL PROBLEMS THIS POSITION MUST RESOLVE TO ACHIEVE THE STANDARDS LISTED IN SECTION IV.

1. The NP is responsible for assessing and intervening to promote the participant’s progress through the usual clinical progression. Participants in the population served have multiple diagnoses and when the participant does not maintain an expected progression, the NP must assess and determine the causes blocking progression. The NP then intervenes, based on knowledge of multiple causes and potential interventions and the ability to independently select the most appropriate strategy for the clinical situation. The NP also must be able to recognize when collaboration with the physician or other members of the health care team is warranted and initiate a consultation in an appropriate time frame.

2. Inappropriate utilization of services can be a problem among acutely ill patients. The NP must assess each patient's needs for tests/procedures, equipment, consultants and level of care, rather than rely on a diagnosis-based practice protocol. The NP must have sufficient knowledge to identify which services are truly clinically indicated for each individual.
3. NP oversees the clinic. Responsible for schedules, coverage and assignments to ensure that the PACE clinic runs efficiently and meets the medical needs of the participants in a timely manner. The NP will arrange for additional staffing, including agency, when needed.

VI. POSITION STRUCTURE

Incumbent(s) report to: Project Manager

Other positions that report to the same position or maybe seen as comparable:

Project Coordinator, Transportation Coordinator

Team/committees on which incumbent(s) participates:

Multi-disciplinary Care Team, Ethics, QAPI, Ad Hoc Committees

Titles that report directly to this position: Staff RN, LPN, Unit Clerk

of FTEs report to this position? 6 **Directly** **Indirectly**

Annual operating budget? \$ **Revenues** \$ **Expenses**

Supervisory responsibility? Please check all that apply.

 Not applicable X Assists X Recommends Performs

Management Approval _____

SAMPLE B

EMPLOYEE NAME: _____

EFFECTIVE DATE: _____

POSITION SUMMARY

Under the supervision of the clinic physician, provides primary care to participants. Performs physical assessments of visitors, periodic assessments of participants, and develops and implements appropriate plans of care. Evaluates participant physical complaints and provides appropriate treatment. Oversees the care needs of participants in nursing homes. Provides participant and family teaching. Functions as a member of the multidisciplinary team.

QUALIFICATIONS

Graduate of an accredited nurse practitioner program with an MSN degree preferred. Registered Nurse in the State of (State) and certified as a GNP, with prescriptive authority preferred. Five years of experience as a registered nurse with extensive experience with the elderly and minimum of one year's experience as a nurse practitioner in a geriatric setting desirable. Knowledge of medical equipment and instruments. Knowledge of common safety hazards and precautions to establish a safe work environment. Skill in applying and modifying the principles, methods and techniques of professional nursing to provide ongoing care for participants. Skilled in identifying problems and recommending solutions. Broad knowledge of medical conditions and appropriate management of conditions. Skilled in preparing and maintaining records, writing reports, and responding to correspondence. Skilled in developing and maintaining department quality assurance. Skilled in establishing and maintaining effective working relationships with participants, medical staff, staff members and family caregivers. Ability to react calmly and effectively in emergency situations. Ability to teach.

PHYSICAL DEMANDS AND WORKING CONDITIONS

1. **Physical Requirements:** Requires full range of body motion, including handling and lifting patients, manual and finger dexterity, and eye-hand coordination. Requires standing, walking, pushing, bending, kneeling, and reaching at arm's length and overhead in clinic, rehab department and in community for prolonged periods of time. Must be able to transfer participants needing maximum assist of person. Requires the ability to lift/carry up to 50 pounds and push or pull objects exceeding 150 pounds, using appropriate body mechanics. Must be able to make home visits and nursing home visits of participants, who may live in non-handicapped accessible dwellings. Must have own means of transportation.
2. **Visual, Hearing and Communication Requirements:** Requires corrected vision and hearing to normal range. Must be able to document care provided in participants' charts. Must be able to communicate verbally with participants, team members and participants' caregivers regarding the treatment plan.
3. **Pressure Factor:** Requires working under stressful conditions. Working conditions may be noisy and crowded, and have fluctuating indoor temperatures. Moderate pressure to meet scheduled appointments while dealing with frail and confused participants. Subject to participants that may have the potential for verbal or physical aggression.
4. **Environmental Conditions:** May be exposed to a risk of bodily injury through contact with moving equipment, toxic substances, medicinal preparations, bodily fluids, communicable diseases and any other conditions common in a clinic environment. Subject to unpleasant odors.

DUTIES AND RESPONSIBILITIES

(Primary duties and responsibilities – may not include all of the duties assigned)

1. Performs initial physical assessment of visitors. Appropriately identifies and documents problems in medical records.
2. Performs periodic assessments of participants. Updates the plan of care, problem list and DataPACE sheet with appropriate documentation.
3. Evaluates participants' physical complaints and orders appropriate diagnostic and therapeutic procedures.
4. Collaborates with physicians in managing acute and long-term medical needs of participants.
5. Synthesizes data to determine preliminary diagnosis and therapeutic plan utilizing principles of prevention and promotion of functioning.
6. Performs blood draws, does EKGs and dressing changes, and any other nursing interventions as needed.
7. Provides alternative methods of therapy to participants.
8. Educates participants and caregivers regarding health care issues.
9. Maintains and fulfills clinic documentation requirements.
10. Provides emotional and spiritual support to participants.
11. Manages medical emergencies.
12. Oversees the care needs of participants in nursing homes.
13. Communicates effectively with participants, caregivers and staff. Effective team member at morning meetings, intake and assessment, family meetings, care conferences and any other meetings as necessary.
14. Follows all (*PACE Program*) Policies and Procedures, and OSHA safety guidelines.
15. Maintains the confidentiality of all company procedures, results and information about participants, clients or families.
16. Handles potentially infectious specimens with appropriate biohazard precautions, and practices universal precautions.
17. Maintains a courteous, helpful and professional attitude on the job. Displays a willingness and ability to be responsive in a warm and caring manner to all customer groups. Consistently cooperates and supports organization in problem solving issues. Ensures customer satisfaction by understanding and applying the Customer Service Policy, Procedure and Standards. Will support the success of the entire health care team.
18. Maintains safe working environment. Follows (*PACE Program*) Safety Policies and Procedures.
19. Participates in continuing education classes and any required staff and training meetings. Maintains professional affiliations and any required certifications.
20. Performs other duties as required or requested in a positive and helpful manner to ensure a smooth-running work area.

SUPERVISED BY: Clinic Physician

TEAM INTERVENTION: Clinic Physician and Center Director

JOB TITLE: _____

EMPLOYEE NAME: _____

I acknowledge receipt of this job description and agree to carry out the responsibilities and duties of the position. I understand that (PACE Program) retains the right to amend this job description at anytime.

Employee Signature Date

Supervisor/Manager Signature Date

Human Resources Signature Date

SAMPLE C

I. POSITION INFORMATION:

Position Title: Nurse Practitioner

Job Code:

Pay Grade:

Employee's Name:

Employee's SSN:

Reports To (title): Director of Clinical Services

Reports To (name):

II. BASIC PURPOSE AND SCOPE:

Provides primary care and continuous medical coverage, and directly provides primary care services to (*PACE Program*) participants. Demonstrates the knowledge and skills necessary to assess, plan care for and provide service to frail elderly participants according to assigned responsibilities and (*PACE Program*) standards.

III. RESPONSIBILITIES: UNDER LIMITED DIRECTION AND IN ACCORDANCE WITH ALL APPLICABLE FEDERAL, STATE AND LOCAL LAWS/REGULATIONS AND POLICIES, PROCEDURES AND GUIDELINES, THIS POSITION:

(1=least important, 5=highest level of importance).

Est. % of time	Rate Critical Level
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85%

5

1. Clinical

- a. Conducts comprehensive History and Physical on new referrals.
- b. Conducts quarterly History and Physical on established participants.
- c. Provides evaluation and treatment of participants during acute illness.
- d. Determines the need for and facilitating referrals to other medical specialists when deemed necessary.
- e. Discussing care guidelines with participants.
- f. Exercises judicious utilization of specialist consultations.
- g. Participates in rotating night and weekend call with other (*PACE Program*) primary care providers.
- h. Participates in the development and revision of the participant's plan of care as a member of the interdisciplinary team. Integrates the primary care treatment plan into the overall plan of care developed by the interdisciplinary team. Interacts with other team members to meet emergent and acute needs of participants. Participates in discharge planning.
- i. Participates in quality management program activities, including peer review.
- j. Maintains quality documentation of all services provided.
- k. Collaborates with primary care physician and medical director to ensure continuity of care (e.g., during acute hospitalizations).
- l. Conducts home visits and nursing home visits as needed.

15%

3

2. General

- a. Knows and adheres to the philosophy and goals of *(PACE Program)*.
- b. Maintains a quiet and safe environment for clients, visitors and staff.
- c. Keeps confidentiality of client records, reports and discussions.
- d. Participates in formulation and maintenance of *(PACE Program)* policies and procedures.
- e. Participates in *(PACE Program)* Committees as requested by the Director of Clinical Services. May chair committees or task forces.
- f. Advises the Director of Clinical Services in ways and means to establish better accountability of *(PACE Program)* services to clients and referral sources.
- g. Attends and participates in scheduled staff meetings and client care meetings as requested.
- h. Maintains flexibility in schedule and responds to unexpected emergencies and changes in workload in order to fulfill responsibilities.
- i. Utilizes supplies and equipment economically.
- j. Informs the Director of Clinical Services of "unusual incidents."
- k. Identifies nursing service delivery problems and uses good judgment in their solution.
- l. Is professional in appearance and manner in the clinical area; recognizes own limits and seeks help and guidance from the Director of Clinical Services as appropriate; responds in a positive manner to constructive criticism; and serves as a role model for students and staff members.
- m. Optionally holds membership in professional organizations.
- n. Maintains licensure and certification and pursues professional growth through continuing education process and presenting and publishing scholarly papers.
- o. Performs other related duties as required.

Management reserves the right to add, delete or otherwise alter assigned duties at any time. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The minimum qualifications listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

IV. MINIMUM QUALIFICATIONS:

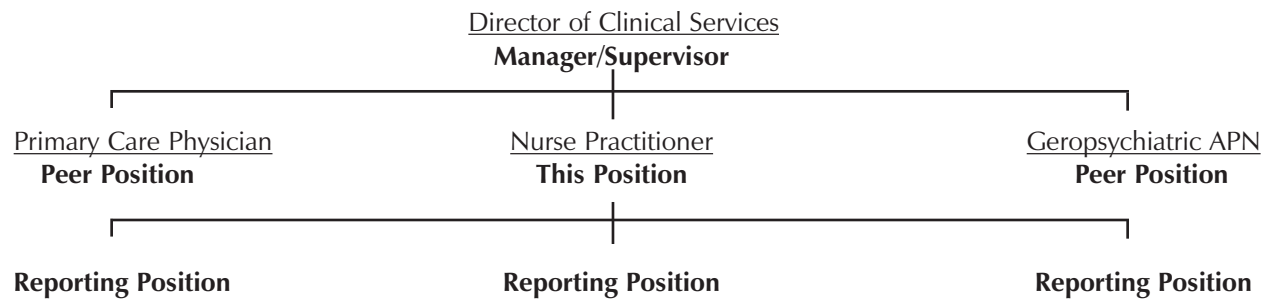
- A. **Required Education:** Masters Degree in nursing/primary care
- B. **Required Experience:** Two to three years experience as a Nurse Practitioner.
- C. **Required Skills:** Interdisciplinary teamwork; ability to work effectively with culturally, economically and educationally diverse populations, and form positive interpersonal relations in dealing with a wide range of staff and clients is essential.
- D. **Required Certifications/Licensing:** Certified Registered Nurse Practitioner
- E. **Desired or Preferred Knowledge, Skills, and/or Abilities:**
Advanced knowledge of health care, geriatrics and primary care

V. POSITION DIMENSIONS:

A. Number of Employees Supervised:	Directly	Indirectly
Exempt Full-time:	_____	_____
Exempt Part-time:	_____	_____
Nonexempt Full-time:	_____	_____
Nonexempt Part-time:	_____	_____
Other:	<u> x </u>	<u> x </u>

- B. Exposure to Confidential Material: Extensive
- C. External Contacts: Extensive
- D. Equipment Used: Medical, PC, copier, fax.
- E. Budget Accountability: \$0
- F. Planning Scope/Other Dimensions/Job Measures:
- G. Work Schedule: M-F, 8:30 to 5:30 PM, participates in on-call rotation.

VI. ORGANIZATION CHART:



Type of supervision received:

Orientation to PACE program and PACE model. General instruction as to routine tasks, with spot checking. Closer supervision on new or sensitive areas. Accountable for results produced, with considerable latitude in methods used.

Type of supervision given (must include examples):

- _____ No supervision given to others
- _____ Functional supervision
- _____ Bona-fide supervision

Normal working conditions and physical effort needed to perform the job.

A. Working Conditions - check as many as apply

- | | |
|---|--|
| <input checked="" type="checkbox"/> Office, library, computer room | <input checked="" type="checkbox"/> Requires extensive safety training |
| <input checked="" type="checkbox"/> Clinical practice, patient site | <input checked="" type="checkbox"/> Alternative Work Schedules |
| <input type="checkbox"/> Stockroom or warehouse | <input checked="" type="checkbox"/> On-Call (beeper) |
| <input checked="" type="checkbox"/> High noise environment | <input type="checkbox"/> Outdoor exposure to weather |
| <input checked="" type="checkbox"/> High dust, dirt, grease environment | <input type="checkbox"/> Extensive travel (> 1000 mi/month) |
| <input checked="" type="checkbox"/> Exposure to chemicals | |
| <input checked="" type="checkbox"/> Requires protective devices | |

B. Physical Effort - check as many as apply

- | | |
|--|---|
| <input type="checkbox"/> Typically sitting at a desk or table | <input type="checkbox"/> Typically running, climbing |
| <input checked="" type="checkbox"/> Intermittently sitting, standing, stooping | <input type="checkbox"/> Typically standing or walking |
| <input type="checkbox"/> Typically bending, crouching, stooping | <input type="checkbox"/> Occasional lifting 25 lbs. or less |
| <input type="checkbox"/> Climbing ladders, scaffolds | <input checked="" type="checkbox"/> Occasional lifting 25-50 lbs. |
| <input checked="" type="checkbox"/> Using tools requiring high dexterity | <input checked="" type="checkbox"/> Occasional lifting over 50 lbs. |

PREPARED BY:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Incumbent Name: _____ **Phone:** _____

Incumbent Signature: _____ **Date:** _____

Supervisor Name: _____ **Phone:** _____

Supervisor Signature: _____ **Date:** _____

Human Resources Approval: _____

Date: _____