



Job Title	Nurse Practitioner I, II	Job Code	HS0127, HS0128
Pay Plan	A&P	Pay Grade	20, 21
Union	Non-Union	FLSA Status	Exempt
Job Family	Health Services/Clinical Care	Union Code	0
		Sub Family	Clinical Care

Job Family & Sub Family Summary

Health Services Professionals provide services related to the diagnosis and treatment of patients and medical support functions.

Clinical Care Professionals provide delivery of patient health care by determining the correct diagnosis and/or providing the necessary treatment.

Job Summary

Provides direct primary care services to patients.

Representative Duties

1. Primary Care

- Manages acute and chronic health problems; Diagnoses and treats diseases and disorders
- Performs lab procedures
- Provides wellness and preventative health care education
- Documents patient care medical records
- Consults with supervising physician when appropriate
- Provides testing and prescribes medications, as needed
- Makes appropriate referrals to physicians, medical specialists, or community agencies
- Coordinates follow up care and evaluation

2. Record Management

- Accurately documents in patient care medical records according to charting policies and in other records as needed
- Maintains confidentiality of records and of individuals personal health information
- Adheres to HIPAA guidelines/regulations

3. Professional Development

- Attends staff meetings and conferences

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)	Advanced Registered Nurse Practitioner	
Licensure(s)		
Work Experience		
See Level Addendum below		
Additional Requirements		

Physical/Environmental Demands
Outside of a standard office environment with specific physical demands

Level Addendum
<i>Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.</i>
Level I
<ul style="list-style-type: none"> • 0+ years of relevant work experience • Work is closely supervised • Problems faced are not typically difficult or complex • Explains facts, policies and practices related to job area
Level II
<ul style="list-style-type: none"> • 2+ years of relevant work experience • Works independently with general supervision • Problems faced are difficult but typically not complex • May influence others within the job area through explanation of facts, policies and practices

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications needed of the job.