



## POSITION DESCRIPTION Nurse Practitioner

**POSITION SUMMARY:**

The nurse practitioner assesses, plans and provides comprehensive primary care working independently or in autonomous collaboration with other health care professionals in a variety of clinical settings to a specified population of non-emergency patients. Provides consultation and advice to others as a highly specialized practitioner.

### POSITION DESCRIPTION – Nurse Practitioner

**STANDARD**

**Environment of Care: Demonstrates knowledge and practice of:**

1. **Safety** - Department specific and hospital wide safety risks
2. **Security** – Processes for minimizing security risks
3. **Haz Mat/Waste** - Procedures for spills/MSDS
4. **Emergency Preparedness** – Role in emergency codes
5. **Fire Safety** – Role/response in Code Red actual/drill
6. **Med Equipment** – Safe operation of equipment (see specific list) user error education
7. **Utility Systems** – Emergency procedures for utility failures

**Infection Control: Demonstrates knowledge and practice of:**

8. Department specific policies and procedures
9. Hospital-wide policies and procedures
10. Location/use of personal protective equipment
11. CDC Hand Washing Guidelines

**Performance Improvement: Demonstrates knowledge of:**

12. Hospital-wide approach to Performance Improvement
13. How department is involved in hospital-wide PI program

**Patient Rights: Demonstrates knowledge and practice of:**

14. Patient Rights and Responsibilities
15. Confidentiality Policy – HIPAA
16. Ethical Issue Resolution
17. Organizational Ethics Policy
18. Restraint Policy & procedure, alternatives to restraints

**Risk Management: Demonstrates knowledge and practice of:**

19. Occurrence Reporting
20. Identify and report a sentinel event
21. Sexual Abuse/Allegation Reporting
22. Root Cause Analysis/FEMA

**Certifications**

23. BLS card                      Exp date:
24. NP license                    Exp date:

**Patient Safety**

25. Non-punitive medical/healthcare reporting
26. National patient safety goals
  - Accuracy of patient identification using patient's name and birth date
27. Fall prevention measures
28. Restraint alternatives
29. Restraint/seclusion patient checks

**STANDARD**

- 30. Inpatient Suicide risk factors
- 31. Medication safety
  - Look alike, sound alike medications
  - Dangerous abbreviations list
  - Double check system for Heparin and Insulin
  - Safe storage and use of narcotics
  - Check system for infusion pump drug, rate and concentration
- 32. Verbal order/critical test results repeated and verified
- 33. Bed rail safety/risks of entrapment
- 34. Sentinel events alert
  - Preventing needle sticks and sharps injuries
  - Nosocomial infections
  - High alert medications
  - Infant abduction prevention and response
  - Potassium chloride
  - Wrong site surgery
  - Blood transfusion errors
  - Operative and post operative complications
  - Transferring medication to sterile field
  - Medication errors related to dangerous abbreviations

**Department Core Competencies**

- 35. Serve as patient/family/significant other advocate in regard to decisions affecting the plan of care
- 36. Documents in an accurate, timely manner
- 37. Identify and document patient/family/significant others educational needs and implement ongoing education relevant to those needs
- 38. Obtains complete medical history and physical data on patients inclusive of review of medical record.
- 39. Demonstrates knowledge of specific conditions, disease and treatment therapies for the specific patient population of the unit. Understands etiologies, risk factors, underlying pathologic process and epidemiology for medical conditions.
- 40. Demonstrates appropriate assessment, patient/family teaching of management of pain, beginning at admission with reassessment and follow up throughout hospitalization concluding with discharge planning needs.
- 41. Demonstrates responsibility/accountability for completion of assignments in a timely manner
- 42. Identifies cultural and religious needs, language barriers, physical and psychological limitations.
- 43. Assess, collaborate and coordinate discharge planning needs and readiness for discharge with other members of the health care team on a timely basis.
- 44. Coordinates care of patient as requested by attending physician.
- 45. Evaluates patient response to plan of care, prioritize and implement the appropriate changes to care
- 46. Demonstrates awareness and respect for the patient/family members/significant other as an individual and as a family unit
- 47. Interprets and integrates data to determine appropriate diagnostic and therapeutic procedures needed
- 48. Synthesizes data to determine preliminary diagnosis and therapeutic plan utilizing principles of prevention. Performs a complete physical exam and documents appropriately
- 49. Manages general medical and surgical conditions to include understanding the indications, contraindications, side effects, interactions and adverse reactions of pharmacologic agents and other relevant treatment modalities
- 50. Identifies appropriate site of care for presenting conditions including identifying emergent cases and those requiring referral or admission
- 51. Appropriate response to emergency situation
- 52. Prepares written prescription orders for drugs and controlled substances
- 53. Orders appropriate laboratory and diagnostic procedures
- 54. Assists physician by accurate and timely documentation of patient progress notes, issues orders and transcribes orders.
- 55. Triage patient telephone calls and provides consultation. Provides monitoring and continuity of care between physician visits.
- 56. Performs independent evaluation and treatment procedures in emergency situations
- 57. Establishes and maintains priorities in provision of care. Establishes priorities that are pertinent to patient condition and needs. Reacts to changes in priorities in calm manner and maintain flexibility in reacting to those changes.
- 58. Maintains self development, provides leadership and actively participates in PI activities.
- 59. Provides in-services education to staff; accepts and performs administrative duties.

**STANDARD****Age Specific Competencies****Knowledge**

60. Demonstrate knowledge of growth and development

61. Criteria to identify victims of abuse and neglect

**Skills**

62. Performs age specific history and physical and develops interdisciplinary plan of care for patients

63. Provides age appropriate care

64. Assists in age specific medical data collection for assessments. Differentiates between normal and abnormal in anatomy, physiology, laboratory findings and other diagnostic data for age of patient.

65. Appropriately uses age specific data, history, physical finding and diagnostic studies to formulate differential diagnosis

66. Performs age specific treatments utilizing proper equipment

67. Assesses age specific safety issues

68. Demonstrate age appropriate communication skills

69. Demonstrates ability to provide age specific teaching and discharge planning for patient and family/significant others

**Service Standards**

70. Is proactive. Anticipates and responds to patient/physician/family members/coworkers needs. Demonstrates an energetic and positive approach to work. Is sensitive to customer's physical, social and cultural needs.

71. Demonstrates accountability and commitment to coworkers. Is a dependable member of the team and addresses issues in a timely manner.

72. Demonstrates sense of ownership. Pays attention to details of job, ensures all mandatory obligations are met.

73. Gives all customers their full attention and treats them with dignity, respect and understanding.

74. Presents a clean, professional, well groomed image. Wears name badge, adheres to uniform policy.

75. Safeguards patient confidentiality in all forms of communication.

76. Works effectively with others toward achieving common goals including morale and teamwork.

77. Interacts compassionately and in a timely manner with all customers.

**Equipment – Demonstrate Safe and Effective Use**

78. Oxygen wall regulators and setup of portable oxygen

79. Patient call system

80. Doppler

81. Crash cart

82. Defibrillator

83. Bladder scanner

84. Safety bed alarm system

85. Drains (Hemovac, JP)

86. IV pump

87. Dynamap

88. Cell saver

89. Lifting equipment

90. Copier/fax

## POSITION (MINIMUM) REQUIREMENT CHECKLIST

Position Title: Nurse Practitioner

Department: Patient Care Services

### EDUCATION

- Less than high school
- High school or GED
- Vocational/Technical
  - Degree –RN
- 4 year/Bachelor's Degree
  - Post Graduate Degree
  - License/Certification – current NP license in state of practice
  - Knowledge of state, federal, JCAHO regulations

### EXPERIENCE

- One year as a NP in acute care and/or primary care setting
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### SKILLS

- Organizational
- Verbal/Follow verbal instructions
- Interpersonal
- Customer Relations
- Mathematical
- Analytical
- Grammar/Spelling
- Read/Comprehend/Follow written instructions
- Transcription
- BLS
- ACLS
- Computer
- Management/Planning Skills

### PRE-PLACEMENT TESTING

- Minimum score of on Clerical test
- Minimum typing of wpm
- Minimum score of 84 on PCT test
- Minimum score of 84 on WS test
- Minimum score of 84 on MT test
- Minimum score of 100 on Filing test
- Minimum score of 84 on Nursing medication test

### AGE OF PATIENTS SERVED (For Nursing/Patient Care Positions)

- Neonate/Infant (birth - 1 yr)
- Child/Peds (1 - 12 yrs)
- Adolescence (13 - 18 yrs)
- Adult (19 - 65 yrs)
- Geriatric (66 + yrs)

### MENTAL AND EMOTIONAL REQUIREMENTS

- Manage stress appropriately
- Make decisions under pressure
- Manage anger/fear/hostility/violence of others appropriately
- Handle multiple priorities
- Work alone
- Work in areas that are confined and/or crowded
- Concentration to detail
- Memory for detail

### HAZARDS

- Exposure to toxic/caustic/chemicals/detergents
- Exposure to extreme conditions, hot/cold
- Exposure to dust/fumes/gases
- Exposure to moving mechanical parts
- Exposure to potential electrical shock
- Exposure to x-ray/electromagnetic energy
- Exposure to high pitched noises
- Exposure to communicable diseases
- Exposure to blood and/or body fluids
- Exposure to excessive sunlight, or work outdoors
- Unprotected heights
- CRT (computer) monitor
- Operating heavy equipment
- OTHER:

### PHYSICAL REQUIREMENTS (See definitions on next page)

- Sedentary work
- Light work
- Medium work
  - Heavy work
- Very heavy work

*The minimum requirements of this position require the individual to:*

- Stand for 4 hour(s) per day
- Sit for 2 hour(s) per day
- Walk for 2 hour(s) per day
- Perform repetitive tasks/motions
- Distinguish colors
- Hear alarms/telephone/tape recorder/normal speaking voice
- Have good manual dexterity
- Have good eye-hand-foot coordination
- Have clarity of vision
- Have good writing ability

*Evaluate the requirements and activity percentage in time for this position based on the following:*

- 1 - Not at all (0%)**
- 2 - Occasionally (1 - 33%)**
- 3 - Frequently (34 - 66%)**
- 4 - Continuously (67 - 100%)**

- 2 Climbing
- 3 Bending
- 3 Crouching
- 3 Squatting
- 2 Crawling
- 3 Kneeling
- 4 Balancing
- 2 Pulling with force
- 2 Reaching above head
- 3 Reaching above shoulder
- 3 Twisting at waist
- 4 Push/pull (up to 75 lbs.)
- 3 Lift/carry (up to 75 lbs.)
- 2 Lift from floor level up
- 3 Lift from waist level up
- 2 Lift above shoulders/head

## POSITION (MINIMUM) REQUIREMENT CHECKLIST

### LIST PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

1. Gloves
2. Gown
3. TB mask (if respirator fit tested)
4. Goggles
5. Mask
6. Booties

### LIST OTHER MINIMUM REQUIREMENTS:

#### OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

- A - Routine exposure
- B - Occasional exposure
- C - No exposure

#### OCCUPATIONAL EXPOSURE TO TB

- 1 - Routine exposure
- 2 - Potential exposure
- 3 - No exposure

#### COMPRESSED GAS USAGE

- Yes
- No

#### DEFINITIONS:

SEDENTARY WORK:	Prolonged periods of sitting and exert up to 10 lbs. force occasionally.
LIGHT WORK:	Exert up to 20 lbs. force occasionally, and/or up to 10 lbs. frequently.
MEDIUM WORK:	Exert up to 50 lbs. force occasionally, and/or up to 20 lbs. frequently, and/or up to 10 lbs. constantly.
HEAVY WORK:	Exert up to 100 lbs. force occasionally, and/or 50 lbs. frequently, and/or 20 lbs. constantly.
VERY HEAVY WORK:	Exert over 100 lbs. force occasionally, and/or over 50 lbs. frequently, and/or over 20 lbs. constantly.

I have reviewed these job requirements and verify that I am able to perform the minimum requirements and essential functions of this position.

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Employee Signature

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Date