



Job Title: Physician Assistant/Clinical Nurse Practitioner Job Code: 8
Reports to: Provider Lead, Medical Director Status: NA

Overview/Job Purpose

The Physician Assistant (PA)/Clinical Nurse Practitioner (CNP) will be responsible for direct patient care and for other reasonable administrative duties as designated by the Medical Director.

Summary of Primary Duties

As a PA/CNP with DCUC your duties may include, but are not limited to the categories, and associated items listed below:

Category One: Primary Job Functions

- Practice medicine using sound medical judgment and adhere to all ethical considerations of the practice of medicine; know limitations and seek consult when advisable; keep abreast of current technologies and industry standards
- Meet all clinical obligations of the medical practice: accrediting agency compliance, CLIA compliance, drug prescription compliance, HIPAA, State and Federal regulatory compliance, Safety Regulations, etc.
- Follow all internal policies and procedures; be accountable for completion of all operational tasks according to departmental guidelines to ensure appropriate clinical processing/documentation including laboratory, radiology, and patient transfer follow up
- Advise administration and medical direction of any issues that may impact the practice
- See patients in a timely and efficient manner. Great patient relations, consumer satisfaction and long standing goals of Duke City Urgent Care necessitate this important consideration
- Document appropriately and hold oneself accountable for his/her actions with regard to proper coding and appropriate charging for all services rendered including accuracy, appropriateness, and providing care to patients founded on evidence-based medicine
- Work closely and communicate well with the documentation specialists who will assist in charting tasks and other closely related duties to better maintain efficiency
- Perform the care services listed below (or be willing to learn those services). This is not a comprehensive list of services expected to be performed but are examples:
 1. Minor procedures (abscess incision and drainage, toe nail removal, skin lesion removal, foreign object removal, etc.)
 2. Suturing and basic wound care



3. Fine needle aspirations and joint arthrocentesis when appropriate
4. Trigger point injections
5. General orthopedic evaluation/management and casting/splinting
6. Review of x-rays always with a second provider's opinion
7. Basic rehabilitation for musculoskeletal injuries
8. General family and pediatric medicine
9. Slit lamp evaluations
10. EKG interpretations with physician over-reads
11. Emergency management skills
12. Pelvic exams

Category Two: Administrative Relations and Accountability

- Demonstrate on-going support and respect for administration in all communications, either privately with staff or in a group setting
- Address any administrative issues directly and in private with those concerned
- Use effective time management to complete DCUC-related activities
- Adhere to administrative policies and provide constructive feedback when appropriate
- Serve as a role model and help to educate fellow team members when time permits and circumstances are appropriate
- Provide feedback to the Clinic Manager or Provider Coordinator who serve as the clinician's administrative voices regarding "internal practice management issues" including, but not limited to, personnel issues, administrative decision-making, departmental priority setting, and creation of operational policies and procedures; in addition, PA/CNP feedback will periodically be sought and constructive suggestions welcomed
- Report directly to the Medical Director
- Be flexible, adapt to change, and provide possible resolutions/solutions to issues/concerns, rather than simply pointing out a problem area
- Comply with all HIPAA rules and regulations



- Create, adhere to, and promote a positive work environment based on teamwork and positive promotion of one another

Category Three: Staff Development

- Assist in creating a constructive professional atmosphere for the staff by being a positive influence; actions/comments should enhance morale and staff relations
- Serve as a resource for administration in various capacities related to a wide range of needs; meet periodically with administration at their request, either routinely or on an as needed basis
- Serve as a role model for staff by setting a good example, which includes but is not limited to punctuality, demeanor, communication, customer service, and work load
- Learn new technologies and commit to providing leadership and training to the staff as new technologies are implemented

Education Requirements:

Must be a graduate of an accredited Physician Assistant or Nurse Practitioner Program

Experience Requirements:

2 years of patient care experience, urgent care or ER experience strongly preferred

Required Licensures/Certifications:

- Must possess a Medical License through the State of New Mexico
- CPR Certification for Healthcare/BLS Providers or Professional Rescuer
- Advanced Cardiac Life Support (ACLS)
- Pediatric Advanced Life Support (PALS)
- Board of Pharmacy License
- DEA License
- Ability to obtain Malpractice Insurance
- Documentation of continuing education per licensure and certification requirements and clinic protocols

Physical Demands Requirements:

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, use hands to finger, handle, or feel, reach with hands and arms, and talk or hear



- The employee is occasionally required to walk, sit, stoop, kneel, or crouch
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move more than 100 pounds
- Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus

Behavioral Demands/Requirements:

- Must demonstrate knowledge of the rationale of appropriate patient care
- Demonstrate the ability to maintain good inter-personal relationships with co-workers and health team members
- Demonstrates the ability to properly document patient's full visit in the Electronic Medical Record to ensure complete accuracy, or ability to learn this task
- Communicate through appropriate channels
- Provide customer service in accordance to clinic mission
- Demonstrate ability to be courteous and respectful when interacting with patients and family members
- Demonstrate ability to handle emergency situations calmly and effectively
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
- Proficiency in the English language
- Ability to effectively present information and respond to questions from groups of managers, patients, and the general public
- Basic medical Spanish ability is preferred
- Possess excellent written and verbal communication, teaching ability and good telephone skills.
- Have the ability to organize and coordinate multiple tasks
- Must be professional, flexible, caring, and compassionate and exhibit a congenial and sensitive attitude toward providing superior care to our patients and their families
- Maintain a high level of energy with the ability to adjust to any justifiable pace
- Exhibit behavior which emphasizes compassion, quality, loyalty and conscientiousness
- Establish and maintain effective working relationships with patients, their families and all staff members
- Navigate the urgent care environment safely
- The employee is occasionally exposed to risk of radiation
- Work in an environment in which the noise level is usually moderate