



- This position is being created to attract qualified candidates to our health district. The incumbent would elevate the level of primary care provided to the communities we serve. The provision of these services is a key need we see in the counties we serve, and creating this position, would help meet this need.

These duties were performed by two, part-time, temp. NPs in the past.

- 3. RESPONSIBILITIES:** Information in this section is intended to elicit specific job duties by major areas of responsibility. This will require you to group specific duties and/or tasks into like areas or major headings. The percent (%) column should identify the amount of time devoted to the like areas or major headings only. For example, a supervising Chemist might have major responsibilities of supervision 35%, research 25%, and chemical analysis 30%.
- 4. DUTIES OR TASKS:** Under each of those major headings would follow the individual duties or tasks specific and most critical to that responsibility.

Use complete statements to describe the job and avoid unclear terms such as "assist", "help", "is responsible for", etc. Use additional paper if necessary. You do not need to list minor tasks such as sharpening pencils, turning on a PC, etc.

<b>RESPONSIBILITIES Duties/and tasks listed under major headings</b>	<b>%</b>
<b>Clinician</b>	<b>75%</b>
<ul style="list-style-type: none"> <li>• Provide direct patient care, including medical evaluation, diagnosis, treatment, prescription, patient counseling and education.</li> <li>• Initiate, perform, and interpret screening for laboratory tests and prescribe medications in accordance with established protocols.</li> <li>• Performs minor procedures as covered by the defined scope of practice.</li> <li>• Follow-up of abnormal tests and health conditions; serve clients across the lifespan.</li> <li>• Navigate an electronic health record data system and chart appropriately.</li> <li>• Assist with QI and population health initiatives for the primary care clinics. Provides technical oversight and training; advises staff regarding correct patient treatment, conducts in-service training, supervises patient care of medical assistant staff, and coordinates service programs.</li> </ul>	
<b>Immunizations</b>	<b>10%</b>
<ul style="list-style-type: none"> <li>• Provide immunizations for children and select vaccine for adults, as indicated.</li> </ul>	
<b>Supervision</b>	<b>10%</b>
<ul style="list-style-type: none"> <li>• Duties include supervising, resolving personnel matters, hiring, scheduling, resolving conflicts, performance management and performance review for medical assistant staff.</li> </ul>	
<b>Other Duties</b>	<b>5%</b>
<ul style="list-style-type: none"> <li>• May be assigned to assist during public health emergencies and community events/activities. Will be required to participate in preparedness exercises, training, and community/clinic events and/or activities, which can include working evenings and/or weekends.</li> <li>• Other duties as assigned by supervisor.</li> </ul>	

- 5. DECISION-MAKING AUTHORITY:** What types of decisions or recommendations is this position authorized to make? How do these actions impact others and what is the result of error? What actions does this position have authority to approve or deny?

Under the indirect supervision of the Medical Director and under own license with the Idaho State Board of Nursing or Idaho Board of Medicine, this position will independently evaluate, diagnose, and treat clients based on accepted medical standards and protocols. This position will have the authority to write treatment protocols and prescriptions. Clinician error could result in harm to the patient through misdiagnosis and wrong or inadequate treatment. This position will also supervise MAs, so can positively or negatively impact this staff group.

6. **PROBLEM SOLVING:** What are the most difficult or technical problems this position solves and why are these considered difficult? Give two or three specific examples.

On any given day, this position may encounter clients who present with multiple medical symptoms, difficulty in diagnosis and presence of disease. Further, this position may see uncooperative clients or clients with complex social and/or emotional factors which may make treatment adherence a challenge, such as substance abuse, history of child abuse or relationship abuse. Additionally, this position may have difficult staffing decisions to make if there are performance issues with director reports or conflict.

7. **REPORT PREPARATION:** If the position is required to develop regular or special reports, complete the following. (Do not include reports that are typed from someone else's draft.)

Name or type of report(s).	What is the purpose of the report(s)?
Electronic Medical Recording monthly reporting.	Provide number of encounters, visit types, patients served, diagnoses and other pertinent clinic information.
Weekly program coding	Provide tracking of time expended per program.

8. **EQUIPMENT OPERATION: (If critical to this position, please complete.)**  
 List the equipment operated and the percent of work time spent operating each device. Indicate if you service and/or repair this equipment. **(Note: If significant physical effort or unusual working conditions are a part of this position, additional information may be requested later).**

Medical Equipment (Stethoscope, Blood pressure machine, scales, centrifuge etc.) = 50%  
 Computer, telephone, fax, copy machine = 45%  
 District vehicle = 5%

9. **SUPERVISION:** Are others supervised by this position? X Yes  No If no supervision is required skip to #9 below. If yes, check the phrase(s) below that best describe(s) what is expected.

- a.  make hiring decisions
- b.  make hiring recommendations
- c.  evaluate performance
- d.  recommend merit increases or bonuses
- e.  discipline employees
- f.  plan work to be done
- g.  assign work to others
- h.  check and approve work of others
- i.  train employees to do their work
- j.  respond to grievances and complaints of those you supervise.

\*Employment Status Code: P–Permanent T–Temporary ST–Student

PCN's Supervised	Job Title/Major Duty	Employment Status Code	Hours Worked Per Week
6140	Medical Assistant, Registered		40

10. **ADDITIONAL INFORMATION ABOUT THIS POSITION:** List any information not included in your previous answers that will help someone better understand this position.
11. **MINIMUM QUALIFICATIONS:** Describe the knowledge, skills and experience required of a **NEW EMPLOYEE** to do this job and any special requirements you think necessary. These "minimums" should be those that cannot be learned in a short period of time (3 months or less), will not be taught on the job, and would be required of a new employee upon entry into this position.

Eligibility for registration as a Physician Assistant with the Board of Medicine or Nurse Practitioner with the Board of Nursing.

**MQ Specialties Requirements:**

- Valid Idaho driver's license
- Current CPR Certification

**Preferred Qualifications:**

- Supervisory/leadership skills and experience.

Ideal Candidate will have:

- Knowledge of medical/clinic office procedures and clinic flow.
- Knowledge of universal precautions and standards needed in a clinical setting, including knowledge of prevention of transmission of blood-borne pathogens.
- Proficiency in Microsoft Office applications and Electronica Medical Records Systems, or the ability to learn quickly
- Proficiency in skilled nursing procedures such as immunizations, blood-draws, wound-care, etc.
- Knowledge and skill regarding immunization techniques, protocols, and schedules for children and adults
- Compassion for others, especially the underserved
- Ability to maintain a team environment
- Ability to interact well with clients, team members, providers, and community agencies.
- Bilingual in Spanish
- Passion to fulfill the mission of Southwest District Health

**Checklist: Please be sure the following are included:**

- [ ] signatures of both the supervisor and incumbent.
- [ ] current, signed and dated organizational chart.

Please estimate the total time it took you to complete this form: 1 hour