

JOB TITLE: Mid-Level Provider

GENERAL SUMMARY OF DUTIES: Responsible for providing gastroenterology services, including assessing and managing patients in the clinic following established standards and practices. Other medical care as delegated by physicians.

LOCATION: Any NSG office or CCF Lorain Institute office.

SUPERVISION RECEIVED: Clinically reports to Physician, NSG President.
Administratively reports to VP of Operations.

SUPERVISION EXERCISED: None.

FLSA STATUS: Exempt.

ESSENTIAL FUNCTIONS:

1. Assess patient health status including state of wellness; compliance with care plan determines appropriate diagnostic and therapeutic procedures.
2. Provides acute and chronic patient care including taking histories, physicals, and monitoring therapies.
3. Order appropriate laboratory and diagnostic procedures. Interprets and integrates data to determine preliminary diagnosis and therapeutic plan.
4. Triage patient calls and evaluates patient problems. Educates patients and families as appropriate. Recommends community resources to meet patient and family needs.
5. Collaborates with physicians in managing acute and long-term medical needs of patients. Provides monitoring and continuity of care between physician visits. Maintains and reviews patient records, charts, and other pertinent information. Posts tests and examination results.
6. Documents patient information and care provided in patient record and maintains department statistics. Uses computer to access/enter needed data.
7. Consults with other staff as necessary.
8. Maintains patient confidentiality.
9. Other duties as assigned.

EDUCATION: Graduate of AMA accredited physician assistant program or approved nurse practitioner program.

EXPERIENCE: Minimum three years professional nurse practitioner experience or three years of experience as physician assistant. Clinic setting preferred.

REQUIREMENTS: Current state PA license, certified buy National Commission of Certification of Physician Assistants, of current state ARNP license.

KNOWLEDGE:

1. Knowledge of acute and chronic care protocols, administration of medications, delivering physical care following treatment plan.
2. Knowledge of how to assess patient health.
3. Knowledge of how to use medical equipment and instruments to administer patient care.
4. Knowledge of common safety hazards and precautions to establish/maintain a safe work environment.

SKILLS:

1. Skill in gathering and analyzing physiological, socioeconomic and emotional patient data.
2. Skill in accurately evaluating patient problems in person or via phone and providing appropriate advice, intervention or referral.
3. Skill in evaluating and revising care plan based on patient changes.
4. Skill in applying and modifying the principles, methods and techniques of professional nursing to provide ongoing patient care.

ABILITIES:

1. Ability to make responsible decisions within the scope of a dependent medical practitioner.
2. Ability to develop health education program and materials.
3. Ability to maintain quality control standards.
4. Ability to react calmly and effectively in emergency situations
5. Ability to interpret, adapt and apply guidelines and procedures.
6. Ability to communicate clearly and establish/maintain effective working relationships with patients, medical staff and the public.

ENVIRONMENT/WORKING CONDITIONS: Medical office and exam room setting. Frequent exposure to communicable diseases and other conditions common to clinic. Frequent contact with a variety of people.

PHYSICAL/MENTAL DEMANDS: Standing, sitting, walking, bending, stooping, twisting. Occasional stress from dealing with multiple tasks and tense patients. Requires full range of motion, manual dexterity, and eye-hand coordination. Requires corrected vision and hearing to normal range.

This job description is intended to provide only basic guideline for meeting job requirements. Responsibilities, knowledge, skills, abilities and working conditions may change as needs evolve. This job description is not to be construed as a contract for employment.