

Primary Care Nurse Practitioner or Physician Assistant

POSITION SUMMARY

Provide the full scope of primary care services which fall under his/her field of training, including but not limited to diagnosis, treatment, coordination of care, preventive care and health maintenance to patients. In addition, a FNP or PA is a member of the Ethne Health team. In that capacity they are expected to be familiar with the philosophy, goals and objectives of Ethne Health and work collaboratively to achieve them. Ethne's Primary Care Physicians report directly to the CMO.

KEY RESPONSIBILITIES

Clinical Responsibilities

1. Obtain health history and perform physical examinations.
2. Diagnose and direct medical, behavioral, and spiritual counseling for each patient, within a plan for treatment.
3. Prescribe medication in accordance with Georgia and professional practice guidelines.
4. Perform minor surgical procedures, as appropriate for training.
5. Make referrals for patients requiring services not offered at Ethne Health.
6. Review incoming reports (e.g. lab, x-ray, EKG), sign, date and follow-up in a timely manner.
7. Document all clinical encounters in the EMR, with note closure within 72 hours
8. Completion of patient related forms, care plans, prior authorizations with staff/RN support
9. Participate in outreach and off-site health care programs in the Ethne Health service area as assigned by the Chief Medical Officer.
10. Comply with the Ethne Health Infection Control plan which includes personally utilizing universal precautions. Ensure compliance by support staff.
11. Comply with Ethne Health procedures and Policies.
12. Participate in peer review, quality assurance, provider meetings, and other clinical meetings.
13. Assist in updating protocols and principles of practice as requested.
14. Assist in outside medical public relations functions.
15. Adhere to Ethne Health productivity standards and meet at least the minimum requirement.

Supervisory Responsibilities

1. Supervises FNP or PA students in training at Ethne Health.
2. Supervises Gap Year interns during provider scribing/shadowing experience.

Patient Care, Customer Service, and Other Universal Working Standards

1. Monitor schedule to ensure that no patients are subjected to unnecessary delays.
2. Greet all patients in a kindly spoken and courteous manner, inform them of the status of their visit (where they should go next, when their visit is over, when they can expect to get results of tests, etc.), and thank them for utilizing Ethne.
3. Regularly check EMR clinical inbox, slack, e-mail and voicemail and respond promptly and professionally to all inquiries.
4. Work a reasonable schedule, which may include an assignment at any present or future locations and during any of the hours that Ethne Health provides services.

POSITION REQUIREMENTS

Skills:

- Able to work as a member of an interdisciplinary Care Team.
- Good physical stamina and an ability to be standing most of the day.
- Good interpersonal skills are a necessity, including an ability to work well with the variety of ages, cultures, and temperaments represented among Ethne staff and patients, treating others with kindness and professionalism in all they do.
- Commitment to demonstrating personal integrity through punctuality, honesty, an ability to follow instructions, proper attention to detail in all work matters, and a willingness to learn from others.
- An ability to work independently, take initiative, and set priorities in accordance with the needs and mission of the clinic.
- Flexibility to adapt to changing or stressful conditions, including unanticipated changes to working schedules or locations.
- Adequate written and verbal communication skills for communicating coherently and professionally with patients and co-workers.
- Conscientious of departmental and organizational policies and procedures, and able to embrace and personify the mission of Ethne Health.

Qualifications:

- Current Georgia licensure as a Family Nurse Practitioner or Physician Assistant
- Insurability (malpractice)
- Current Basic Life Support (BLS) certificate

SCHEDULE/COMPENSATION

Schedule:

- 8 half-day clinic shifts per week
- 2 half-days of admin time per week
- Ability to work 1 evening clinic (Monday 5-9pm) every 2-3 months, as scheduled. This shift counts as 1 of 8 required half-day shifts per week.
- 7 days of home call, approximately once every other month
- Off clinic holidays based on the schedule published at the start of each fiscal year.

Compensation/Benefits:

- Reimbursement for GA state licensure, DEA, BLS certification
- Malpractice and tail coverage fully covered
- Access to UptoDate
- CME allowance of \$2,000 per year
- 6 weeks of maternity leave/2 weeks paternity leave, as needed
- 3 weeks of PTO per year with additional PTO based on number of years with the organization
- \$80,000 - \$95,000 annual salary
- Full benefits package, including health, dental, vision, and life insurance

Please email cover letter and resume to Sean Lindsey, MD at sean.lindsey@ethnehealth.org

ACKNOWLEDGEMENT

I hereby acknowledge that I have received a copy of my job description. I understand that it is my responsibility to review Ethne Health's expectations with my supervisor.

Print Employee Name

Signature of Employee

Date