

Boundary Regional Community Health Center, Inc. dba.

Kaniksu Health Services

Position Description: Medical Staff Mid-level Provider (NP or PA)

Department: Medical Services

Reports To: Medical Chief of Staff (for clinical issues)

Chief Executive Officer (for administrative issues)

Location: All KHS Clinics

FTE: 1.0 FTE [exempt status]

Revision Date: 4/20/2009 Administration Approved: 4/20/2009

Position Summary:

The mission of Kaniksu Health Services is to provide access to comprehensive and integrated primary care services (defined as the concurrent prevention and management of physical, oral and emotional health problems addressed holistically with the Medical Home Model of Care).

Our target population is the underserved residents within the communities of Boundary and Bonner Counties in Idaho. KHS is centered on the whole patient with respect and compassion for the individual and based on clinical evidence of best practices.

The goal of our Medical Home Teams is to provide integrated multi-disciplinary care within a culture that is characterized by a highly positive environment, dedicated staff and a patient-centric approach to care, where we act in partnership with those we serve and with one another.

The Mid-level Provider is a Nurse Practitioner or Physician Assistant with an active, current license issued by the State of Idaho and without disciplinary action. She/he works under the clinical supervision of the Medical Chief of Staff, and the administrative supervision of the Chief Executive Officer.

The Mid-level Provider [MLP] provides competent primary and preventive health care at the KHS clinic sites and within:

- the scope of practice for which the Mid-level Provider is educationally and clinically prepared, for which competency has been maintained
- KHS' FQHC scope of service
- the scope of practice of the Mid-level Provider as defined by the Idaho Board of Licensure in Medicine or the Idaho Board of Nursing

- if applicable, the scope of practice defined in a Certificate of Registration, documenting a supervisory relationship with a physician licensed in good standing in the State of Idaho
- current standard of practice within his/her field

This position provides challenging and rewarding opportunities for professional growth and development with self-motivation to achieve goals and objectives.

Qualifications:

- Graduation from an accredited School
- Can be cleared through the National Practitioner Database
- Currently Licensed (State of Idaho) as a NP / PA
- Minimum of five years clinical experience preferred
- Working knowledge of the basic principles of health, illness, and wellness including current best practice in effective delivery of preventive and primary health care and health education to low-income and special needs populations.
- Proven clinical competence and outcome-effective experience providing primary and preventive health services
- Skill in family medicine / primary care delivery and ability to establish and maintain effective working relationship with patients and staff.
- Experience with rural community health care, public health principles and practices desired.
- Strong written and interpersonal communication skills, creative thinker and a proven collaborator.

Ability to maintain appropriate clinical privileges required:

1. A high level of personal and professional integrity and quality standards
2. Excellent judgment, flexibility, good humor, high energy level and graciousness
3. FTCA coverage obtainable
4. Unrestricted license to practice medicine in the State of Idaho
5. Current CPR (BLS) certification, ACLS preferred
6. Idaho Board of Nursing and DEA registrations
7. Ability to be designated a Medicare and Medicare provider in Idaho
8. Computer literacy and willingness to utilize electronic health records required

Primary Duties and Responsibilities:

Required Performance / Quality of Work	35% of Job Performed
<ul style="list-style-type: none"> ● Maintain active and current licensure, and participate in continuing educational activities sufficient to maintain required breadth of knowledge regarding current standard of practice for Family Medicine, and specifically for the populations served by Kaniksu Health Services. ● A comprehensive knowledge of basic principles of health, illness, and wellness including current best practice in effective delivery of preventive and primary health care in outpatient settings and health education to the target populations. ● Provision of primary care diagnostic, treatment, referral and preventive services and information that is professionally and culturally competent, and centered on the whole person within the context of their life circumstances. ● Prescribes and carries out, or directs others in carrying out, appropriate treatment, or refers individuals for specialty consultation or treatment in conformance with approved clinical protocols and guidelines. [clinical outcome measures tracking for panel of patients] ● Knowledge of common medications used with the understanding of indications for, administration of, action of and adverse effects of medications. A working knowledge of printed and electronic resources available for information regarding illness and medications. ● Educates individuals in the nature of medical health related conditions and in the general promotion of primary health care related disease prevention. ● Designs and implements effective individualized health care plans and strategies to engage KHS patients in sustained attention to their own and families' improved health and well-being ● Records patient-provider transactions as they occur in the patient's medical record so that the medical record accurately and completely reflects the nature of the contact, the condition of the patient and the care or treatment provided ● The Mid-level Provider must be cognizant of the prevalent stressors and their impact on KHS' patient populations, professional providers and other community partners. 	
Provider Productivity	35% of Job Performed
<ul style="list-style-type: none"> ● Meets or exceeds patient encounters per quarter based on the KHS benchmark target for fiscal year ● Meets or exceeds 300% of gross billings per quarter based on benchmark target for fiscal year ● Responsible for managing priorities and workload, time management; develops and implements effective solutions. Must be able to work with other health care professionals from a variety of disciplines to achieve maximal productivity and programmatic effectiveness for KHS ● Performs other duties and assumes other responsibilities as apparent or assigned, including mutually agreed upon objectives. 	

Administrative Compliance	15% of Job Performed
<ul style="list-style-type: none"> ● Completes referrals, data collections instruments (HDC, UDS, Pay-for-Performance), maintains accurate records with timely documentation and chart completion as required by KHS. ● Responsible for providing accurate and thorough work product with attention to detail; commitment to quality improvement processes and standards. ● Responsible for personal full compliance with a) all applicable federal, state, local and KHS rules, regulations, protocols and procedures governing the practice of family medicine and the clinical provision of primary care for special populations as well as those relating to, but not limited to, personnel issues, work place safety, public health and confidentiality; b) program requirements of KHS funders and collaborators. ● Provides primary care and preventive services in the context of program budgetary constraints, maximizing the utilization of KHS programs ie. Patient Assistance, 340-B program, and other public and private primary preventive care resources ● Attendance at required KHS provider, staff , Medical Home Team meetings ● Actively participates in Quality Assurance and Improvement activities and the KHS provider peer review process. % of charts meet Peer Review Standards to ensure quality of patient care as established by KHS ● Makes contribution to provider education initiatives ● Adherence to KHS policies and procedures ● Exhibits professional standards through appearance and demeanor consistent with KHS standards. ● Adheres to KHS' attendance policy by maintaining an adequate absentee rate and provides proper documentation to support absences when appropriate or required. 	
Customer Satisfaction / Citizenship	10% of Job Performed
<ul style="list-style-type: none"> ● Assists in the integration of KHS' medical programs and services with other KHS programs and services for the welfare of patients. Responsible for participation as provider in the Medical Home Model. ● Maintains patient confidentiality and privacy at all times according to KHS policies and procedures; uses discretion when discussing patient matters. ● Responsible for demonstrating initiative and innovation in creative problem solving; proposing new ideas; seeking to find efficient and better ways of doing things; recognizing and acting on opportunities; and in work redesign. ● Engages in cooperative and respectful work relationships as member of KHS teams to ensure effective health center operations and outcomes. 	
Mission / Core Values	5% of Job Performed
<ul style="list-style-type: none"> ● Responsible for ensuring that all daily actions and communication are in support of the organization's mission. ● Responsible for adherence to and understanding of the organization's core values 	

Essential Physical Requirements / Hazards:

- This position requires walking, standing, sitting, bending, as well as lifting and manipulation of supplies and equipment. Must be able to sit and stand for long periods of time, display visual acuity to read different hand-writing, possess the ability to concentrate in a busy department setting. Need cognitive ability to multi-task and meet deadlines.
- This position requires contact with patients, clients, volunteers, KHS staff and the public
- This position may result in exposure to biomedical hazards [i.e. infectious disease and body waste/discharge].
- This position requires contact with patients/clients who may at times in the course of their illness or recovery process become agitated and/or physically aggressive toward staff and others.

Statement of Understanding and Acceptance:

I have read and understand the above position description. I am accepting the responsibilities and agree to fulfill these and other duties as assigned.

Employee Signature

Date