

**CENTRAL MONTANA MEDICAL CENTER
MANAGEMENT POSITION DESCRIPTION**

Position Title	Nurse Practitioner- Occupational Health	Grade	
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Department	Physician Offices	Exempt	X
Immediate Supervisor	CEO		
Supervisor next in line		Workweek	M-F

POSITION SUMMARY

The Nurse Practitioner (NP) provides quality care to clients in the Clinic Setting and ensures appropriate assessment, management, and follow-up of clients. The NP confers and communicates with the Medical Directors regarding client and clinic management.

Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

Minimum Education, Experience, Licensure, Certification required:

Graduate of an accredited post-basic professional nursing education program in the advanced practice registered nurse specialty area of Family Practice.
 Certification from a board approved national certifying body.
 Holds a current license to practice professional nursing in the state of Montana with endorsement on the license which recognizes the advanced practice.
 Have prescriptive authority as granted by the Montana State Board of Nursing.

ESSENTIAL FUNCTIONS/DUTIES:

(Must be able to perform with or without accommodation)

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| 1 | Supports and demonstrates Central Montana Medical Center's Vision, Mission and Values Statements. |
| 2 | Maintains documentation and meets requirements for Quality Assurance/Improvement. |
| 3 | Develops and demonstrates effective communication tools to disseminate information and to interact with department's and organization's staff. |
| 4 | Participates in meetings and events as required or requested. |
| 5 | Completes required productivity reports in a timely manner. |
| 6 | Assesses, diagnoses, treats and evaluates clients in the clinic within the scope of Nurse Practitioner (NP) practice using clinical decision making processes with accepted diagnosis programs and categories. |
| 7 | Institutes and provides continuity of health care to clients. |
| 8 | Promotes wellness and disease prevention programs. |
| 9 | Initiates consultations and refers clients to physicians or other health care providers as appropriate within established NP protocols. |
| 10 | Provides instruction and counseling to individuals, families and groups in the areas of health promotion and maintenance involving person(s) in planning for their health care. |
| 11 | Performs certain tests and procedures within the established NP protocols. |

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12	Documents physical assessment, procedure notes and progress notes in the health record, assuring adequate health records are maintained and transferred.
13	Participates in policy and procedure development, execution and periodic review for the clinic in conjunction with the Medical Directors and CEO.
14	Evaluates and treats patients for possible work-related injuries and illnesses.
15	Conducts yearly physical exams required by companies and medical screenings for new hires or candidates to ensure physical capabilities meet job requirements.
16	Prepares patients for return to work after illness or injury or may act as a consultant to identify workplace health hazards and make recommendations for health-related policy issues.
17	FMCSA(Federal Motor Carrier Safety Administration) license is required for CDL Exams.
18	Completes other duties as assigned.

Knowledge, Skills, Abilities:
Leadership, management, confidence in abilities as a NP.

OCCUPATIONAL EXPOSURE for this position:

X	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

OTHER EXPOSURE for this position:

	Radiation	
	Noise	
	Other (Specify)	

PHYSICAL DEMANDS:

(Essential functions strength rating for position - see Job Analysis)

	Sedentary	Exert up to 10# occasionally or negligible force frequently
	Light	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
X	Medium	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	Heavy	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	Very Heavy	Exert > 100# occasionally, > 50# frequently or > 20# constantly

I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.

Employee's Signature	Supervisor's Signature	Date