



## **Nurse Practitioner / Physician Assistant (Advanced Practice Provider)**

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<p><b>Department:</b> Clinical <b>Job Status:</b> Active <b>FLSA Status:</b> Exempt <b>Work Schedule:</b> Monday-Friday 8am-5pm or a 4-day (10-hour day) work week as agreed upon by the Practice. Requires weekend rounding rotation as well as holiday rotation.</p>	<p><b>Job Status:</b> Full-Time <b>Reports To:</b> Director, Advanced Practice Provider Services &amp; Clinical Services <b>Amount of Travel Required:</b> Occasional <b>Positions Supervised:</b> None</p>
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### **POSITION SUMMARY**

The Advanced Practice Provider will work in collaboration with physicians, advanced practice providers, and clinical staff in providing primary and specialty care to women, including preventative health examinations, family planning services, prenatal and postpartum care, and managing gynecological conditions. The Advanced Practice Provider works within the scope of a written practice agreement with a patient care team physician. The Advanced Practice Provider reports to the Advanced Practice Provider Director under the direction of the Advanced Practice Provider Physician Liaison.

### **ESSENTIAL FUNCTIONS**

#### Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.



## Essential Functions Statement(s)

### **Patient Care:**

- Perform comprehensive women's health assessments, including obtaining health histories, conducting physical examinations, and ordering and interpreting diagnostic tests.
- Diagnose and manage acute and chronic gynecological and reproductive health problems.
- Develop, implement, and evaluate outcomes of evidence-based treatment plans.
- Prescribe non-pharmacological and pharmacological treatments as appropriate.
- Perform minor gynecological procedures.
- Provide patient education and counseling on women's health issues, diagnostic tests, and treatments.

### **Professionalism and Ethics:**

- Uphold and promote a professional, ethical, and civil work environment by adhering to the standards of conduct in all interactions with patients, colleagues, and other healthcare professionals.
- Stay current with the latest advancements in women's health through continuing education and professional development activities.
- Seek and accept constructive feedback from peers, patients, and supervisors, using feedback as a tool for self-improvement and professional growth.
- Maintain compliance with all federal and state practice, regulatory, and credentialing standards.
- Adherence to all applicable organizational policies and procedures, laws, regulations, and professional standards.

### **Administrative Responsibilities:**

- Document patient encounters, treatment plans, and outcomes in the electronic health record promptly and accurately.
- Participate in quality improvement initiatives and contribute to best practices in women's health care.
- Participate in performance evaluations, contributing positively to the practice.
- Special assignments as agreed upon.



## POSITION QUALIFICATIONS

### Competency Statement(s)

- **Accountability** - Ability to accept responsibility and account for his/her actions.
- **Active Listening** - Ability to actively attend to, convey, and understand the comments and questions of others.
- **Accuracy** - Ability to perform work accurately and thoroughly.
- **Analytical Skills** - Ability to use thinking and reasoning to solve a problem.
- **Applied Learning** - Ability to participate in needed learning activities in a way that makes the most of the learning experience.
- **Communication, Oral** - Ability to communicate effectively with others using the spoken word.
- **Communication, Written** - Ability to communicate in writing clearly and concisely.
- **Deductive Reasoning** - Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- **Diversity Oriented** - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- **Energetic** - Ability to work at a sustained pace and produce quality work.
- **Empathetic** - Ability to appreciate and be sensitive to the feelings of others.
- **Ethical** - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- **Working Under Pressure** - Ability to complete assigned tasks under stressful situations.

## SKILLS & ABILITIES

### Education:

#### Nurse Practitioners

- Master's Degree from an accredited nurse practitioner program.

#### Physician Assistants

- Master's Degree from an accredited physician assistant program.

**Experience:** One year of experience working in women's health preferred.

**Computer Skills:** Ability to efficiently operate computers. Comfortable with Microsoft Office.



## **Certifications & Licenses:**

### **Nurse Practitioners**

- Board certification from ANCC, AANP, or NCC.
- Active, unencumbered Registered Nurse and Advanced Practice Registered Nurse license with Prescriptive Authority in the Commonwealth of Virginia.
- Current American Heart Association Basic Life Support/Cardiopulmonary Resuscitation.

### **Physician Assistants**

- Board certification from the National Commission on Certification of Physician Assistants.
- Active, unencumbered Physician Assistant license in the Commonwealth of Virginia.
- Current American Heart Basic Life Support/Cardiopulmonary Resuscitation.

### **Other Requirements:**

- Ability to successfully complete gynecological and obstetric skills validation and competency testing.
- Strong interpersonal and communication skills.
- Effective rapport-building and collaborating skills.
- Excellent clinical problem-solving and decision-making skills.
- Proficiency in using electronic health records and other healthcare technology.
- Strong organizational and time-management skills, with attention to detail and accuracy.
- Display a commitment to compassionate, patient-centered care.
- Ability to pass a required background check.
- Ability to pass a required drug screening.



**PHYSICAL DEMANDS**

N (Not Applicable)

Activity is not applicable to this position.

O (Occasionally)

Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Position requires this activity more than 66% of the time (5.5+ hrs/day)

<b>Physical Demands:</b>	<b>Lift/Carry:</b>	<b>Push/Pull:</b>
Stand C	10 lbs or less F	12 lbs or less C
Walk C	11-20 lbs O	13-25 lbs O
Sit C	21-50 lbs N	26-40 lbs N
Manually Manipulate F	51-100 lbs N	41-100 lbs N
Reach Outward F	Over 100 N	
Reach Above Shoulder O		
Climb O		
Crawl O		
Squat or Kneel O		
Bend O		
Grasp F		
Speak C		

**Other Physical Requirements**

- Vision (Near, Distance, Color, Peripheral, Depth)
- Sense of Sound - telephone, conversation, in person, etc.
- Sense of Touch
- Sense of Balance



## **WORK ENVIRONMENT**

- Regular office hours, rotating weekend and holiday inpatient rounding as assigned.
- May require occasional travel for professional development and community engagement activities.
- Work is primarily performed in an outpatient clinic setting and if designated, inpatient post-partum unit.
- Air-Conditioned and Heat-Controlled Office