



Advanced Practice Nurse

Reports to: Chief Medical Officer
Department: Clinical
Program (if applicable): N/A
Job Status: Non-Union

Classification: Exempt
UDS Code: 009A Nurse Practitioners
Date Revised: 10/7/22
Revised by: Chief Medical Officer

MAJOR FUNCTION

Under the general supervision of the Chief Medical Officer, provides clinical services defined within the New Jersey Board of Nursing guidelines for Nurse Practitioners. Performs medical functions in accordance with legal and judicial mandates; completes job duties to meet state and federal standards and regulations as well as Henry J. Austin Health Center (HJAHC) policies and procedures. May perform additional related duties as required.

ESSENTIAL FUNCTIONS

- Manages a panel of patients and works to maintain advanced access scheduling and continuity of care for his/her patient panel.
- Works collaboratively with a clinical team, which may include a nurse, medical assistant, receptionist, behavioral health counselor and clinical pharmacist, to manage the continuity patient panel. This includes active participation in mandatory daily team huddles.
- Develops patient treatment plans and/or explains treatment plans as formulated to patients, taking into consideration any cultural, linguistic, financial, educational, health literacy, accessibility or other patient factors that might affect communication and patient engagement in shared decision-making and adherence to treatment plans.
- Diagnoses and treats patients utilizing best-practices techniques for preventive screenings, history taking, physical examination and diagnostic testing as appropriate. Performs medical decision-making in accordance with HJAHC clinical guidelines and guidelines established by the New Jersey Board of Nursing.
- Participates in quality and population health initiatives at the continuity panel and practice level as required to ensure acceptable patient care outcomes
- Maintains an awareness of interactions of medications and advises patient of need for medication and results of non-use of medication.
- Actively participates in ongoing learning to build medical knowledge base, including participation in provider meetings.
- Maintains complete and adequate medical charts; follows HJAHC procedures for documentation and coding to ensure appropriate billing.
- Participates in quality and clinical peer reviews and serves on quality and clinical committees as appropriate.
- Monitors and supports the activities of any students assigned to the respective department.

- Provides professional direction to other medical and nursing personnel.
- Greets and interacts with all patients, colleagues, community partners or the public via any medium in a professional manner; promotes positive patient and community relations.
- Engages in ongoing learning as required to provide trauma-informed care in an integrated behavioral health team-based care model.
- When appropriate, determines the need for physician collaboration, specialty referral, and/or emergency room consultation/evaluation.

ADDITIONAL RESPONSIBILITIES:

- Performs other duties and assumes other responsibilities as apparent and/or as assigned by the Chief Medical Officer. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

REQUIREMENTS:

EDUCATION & EXPERIENCE:

- Master of Science in Nursing from an accredited educational institution, Nurse Practitioner board certification by the American Academy of Nurse Practitioners or the American Nurses Credentialing Center.
- Minimum two (2) years of experience required.

LICENSURE AND/OR CERTIFICATIONS:

- Must hold current and valid NJ Nurse Practitioner licensure, CDS and DEA licensure.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER (KSAO's)

- Capable of working with computers, software applications and other IT platforms or tools suitable for the health care environment.
- Good health and freedom from disabling physical and mental conditions which would impair the proper performance of the required duties, or which might endanger the health and safety of oneself or others.
- Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.
- High energy level, comfortable performing multifaceted projects in conjunction with day-to-day activities.
- Committed to providing evidence-based, patient-centered care to HJAHC's population of uninsured and underserved patients in the greater Trenton Community.
- Willing and able to collaborate with and supervise the work of nurse practitioners, physician assistants and students as appropriate.
- Flexible and collaborative, able to work well in a team-based care setting; must have excellent interpersonal and communication skills.

PHYSICAL & WORK REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires manual dexterity sufficient to operate phones, computers, and other office equipment. The position requires the physical ability to kneel, bend, and perform light lifting. This person must have the ability to write and speak clearly using the English language to convey information and be able to hear at normal speaking levels both in person and over the telephone. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus. The working conditions are good with little or no exposure to extremes in health, safety hazards and/or hazardous materials.

Henry J. Austin Health Center is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, creed, color, national origin, ancestry, marital status, civil union, domestic partnership, affectional or sexual orientation, genetic information, sex, gender identity, disability or veteran status.