

## Job Description

Region: Colorado

Job Code: 01002

### JOB DETAILS

<b>Job Code Effective Date:</b>	2014-02-17	<b>JD Status:</b>	Active
<b>Job Descr/Revised Eff Dt:</b>	2015-09-21		
<b>Job Title:</b>	Physician Asst/Nurse Pract	<b>Job Reports To (Title)</b>	

<b>Job Code:</b>	01002	<b>Exemption Status:</b>	Non-Exempt
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<b>Job Family:</b>	Nursing (Licensed)	<b>Union/Non-Union:</b>	Non-Union
<b>Job Grade:</b>	NP	<b>EEO Category:</b>	1C

### SUMMARY

*This job's purpose and primary focus.*

**APN:** Practices professional nursing by the performance of both independent nursing and delegated medical functions in accordance with accepted practice standards. Utilizes specialized knowledge, judgment, and skills involving the application of biological, physical, social, and behavioral science principles. Functions include patient advocacy and the initiation and performance of nursing care and advanced clinical skills to evaluate, diagnose, and treat human disease, pain, injury, physical or mental conditions, health maintenance and promotion, supportive and restorative care. **PA:** Practices medicine as delegated by and under the supervision of a physician in accordance with accepted practice standards. Utilizes specialized knowledge, judgment, and skills involving the application of biological, physical, social, and behavioral science principles. Functions include patient advocacy and the initiation and performance of medical care to evaluate, diagnose, and treat human disease, pain, injury, physical or mental conditions, health maintenance and promotion, supportive and restorative care.

### MAJOR RESPONSIBILITIES/ESSENTIAL FUNCTIONS

Estimated  
% of Time  
spent

*The primary job duties this position is responsible for achieving are listed in order of importance.*

#### DATA COLLECTION

- Obtains a pertinent medical history, performs an appropriate physical examination, and reviews relevant laboratory or radiologic (or other) studies to assess the patient's medical, physical, psychological, and relevant socio-economic status.
- Will have full access to patient medical records and other information pertinent to those patients under his/her care.

0%

#### ASSESSMENT

- Formulates an accurate and appropriate diagnosis based on elicited data, and includes differential diagnoses as appropriate.

0%

#### TREATMENT PLANNING

- Develops and implements treatment plans that are aligned with the practice preferences of the Collaborating/Supervising Physician(s) including orders for medication and/or other treatment modalities, the need for additional testing, consultation to other providers, and follow-up provisions.
- Provides care with attention to safety, efficiency, and cost effectiveness.
- Plans are appropriately prioritized and adapted to the patient and circumstance.

0%

#### PROCEDURAL CONSIDERATIONS

- Performs procedures within the limits of their expertise and in accordance with the State Regulations and Organizational Policies.

0%

<ul style="list-style-type: none"> <li>• Educates and counsels patients and their families regarding their treatment plan, including disease prevention and health promotion.</li> <li>• Promotes the availability of culturally-sensitive health and resource information that is evidence-based, patient centered, and enables informed choice.</li> </ul>	
<b>DOCUMENTATION</b> <ul style="list-style-type: none"> <li>• Documents all examination data, diagnostic impressions, appropriate codes, and other patient care activities in the medical record, including the name(s) of any consulted physicians or other providers.</li> </ul>	0%
<b>OTHER TASKS</b> <ul style="list-style-type: none"> <li>• Observes the principles and techniques of Universal Precautions.</li> <li>• Conducts telephonic and virtual encounters as appropriate.</li> <li>• Manages assigned in-basket tasks.</li> <li>• Takes necessary and appropriate actions in emergency situations.</li> <li>• Performs other clinical/administrative duties as directed.</li> </ul>	0%
<b>VALUE STATEMENTS</b> <ul style="list-style-type: none"> <li>• Makes the patient the primary focus of their actions; develops and sustains productive and compassionate patient relationships.</li> <li>• Leads the health care team by influence, innovation, and by modeling integrated effective patient care and exemplary service.</li> <li>• Promotes and maintains a physically safe and confidential environment for care.</li> <li>• Collaborates with all members of the health care team.</li> <li>• Knows their personal limitations and when to seek advice and/or consultation from other members of the health care team</li> <li>• Understands and acknowledges the impact of personal values and cultural differences on the patient-provider relationship.</li> </ul>	0%
<b>PROFESSIONAL EXPECTATIONS</b> <ul style="list-style-type: none"> <li>• Assumes responsibility for maintaining clinical competence through participation in continuing education and other activities.</li> <li>• Maintains professional certification and active licensure.</li> <li>• Participates in quality assurance activities including the Peer Review process.</li> <li>• Participates in the training and/or mentoring of new employees, colleagues, and students.</li> <li>• Has the quality of their care evaluated by the Collaborating/Supervising Physician(s) as stipulated by State and/or KFHP/CPMG policies.</li> <li>• Evaluates personal performance and establishes annual goals aligned with KFHP regional expectations.</li> <li>• Maintains a working knowledge of, and complies with relevant (Federal, State, and/or Organizational) laws, rules, and policies; including licensure and certification.</li> </ul> <p>Educates and promotes the roles of the APN/PA to patients and members of the health care team.</p>	0%

## JOB QUALIFICATIONS

### Minimum Education (Indicate minimum education or degree required.)

#### For APNs:

- Master's Degree in Nursing
- Graduation from an accredited graduate nursing program approved by the Colorado State Board of Nursing.

#### For PAs:

- Bachelor's Degree required.
- Graduation from a program accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA)

### Preferred Education (Indicate preferred education or degree required.)

- N/A

### Minimum Work Experience and Qualifications (Indicate minimum years of job experience, skills or abilities required for the job.)

#### Basic Qualifications:

- N/A

#### Additional Requirements:

- Must obtain and remain credentialed by the Colorado Permanente Medical Group by start date.
- For positions requiring the administration of procedural sedation, ACLS certification and procedural sedation competency required within ninety (90) days of hire.

**Preferred Work Experience and Qualifications** (Indicate preferred years of job experience, skills or abilities required for the job.)

• N/A

**Required Licensure, Certification, Registration or Designation** (List any licensure or certification required and specify name of agency.)

**For APNs:**

- Current un-restricted licensure as a Registered Nurse in the State of Colorado.
- Current active listing in the Colorado Advanced Practice Registry and is in compliance with those requirements.
- On-going BLS Certification required within 90 days of hire.
- National Provider Identification (NPI) and Taxonomy codes required at time of hire.
- Full or Provisional Prescriptive authority required. Must obtain Full Prescriptive Authority within two years of hire date.
- Active DEA Registration Certification by start date. (DEA Registration Certification is not required to bid on a position, but will be required to begin work.)
- Education and Certification must be congruent with population focus of the position. (Example: for positions in Pediatrics, the APN must be certified as either an FNP-BC or PNP-BC).

**For PAs:**

- Current unrestricted licensure as a Physician Assistant in the State of Colorado.
- Current and continued certification by the National Commission for the Certification of Physician Assistants (NCCPA)
- Ongoing BLS Certification required within 90 days of hire.
- National Provider Identification (NPI) and Taxonomy codes required at time of hire.
- Active DEA Registration Certification by start date. (DEA Registration Certification is not required to bid on a position, but will be required to begin work.)

**Disclaimer, Compliance and Service Language**

**DISCLAIMER:** The above statements are intended to describe the general nature and level of work being performed by incumbents assigned to this job. This is not intended to be an exhaustive list of all the responsibilities, duties and skills required. The incumbent may be expected to perform other duties as assigned.

**COMPLIANCE & INTEGRITY:** Consistently supports compliance and the Principles of Responsibility (Kaiser Permanente's Code of Conduct) by maintaining the privacy and confidentiality of information, protecting the assets of the organization, acting with ethics and integrity, reporting non-compliance, and adhering to applicable federal, state and local laws and regulations, accreditation and licensure requirements (if applicable), and Kaiser Permanente's policies and procedures.

Models and reinforces ethical behavior in self and others in accordance to the Principles of Responsibility; adheres to organizational policies and guidelines; supports compliance initiatives; maintains confidences; admits mistakes; conducts business with honesty; shows consistency in words and actions; follows through on commitments.

All Directors, Managers and Supervisors are accountable for communication, implementation, enforcement, monitoring and oversight of compliance policies and practices in their departments.

**SERVICE & QUALITY:** In addition to defined technical requirements, accountable for consistently demonstrating service behaviors and principles defined by the Kaiser Permanente Service Quality Credo, the KP Mission as well as specific departmental/organizational initiatives. Also accountable for consistently demonstrating the knowledge, skills, abilities, and behaviors necessary to provide superior and culturally sensitive service to each other, to our members, and to purchasers, contracted providers and vendors.

**WORKPLACE SAFETY:** In addition to defined working conditions and physical requirements, employees are accountable for working safely; following established policies & procedures; utilizing all designated protective personal equipment (PPE) and/or safety equipment assigned for task; and reporting all injuries and hazards to their supervisor immediately.

Supervisors and Managers are accountable for ensuring the safety performance of employees; applying consistent practices in compliance with federal, state and local regulations; providing guidance to maintain a safe and healthy work environment