

Position: Staff Practitioner

Objective: As part of the Pregnancy Resource Clinic (PRC) team, the Staff Practitioner is required to maintain and adhere to professional and ethical standards of care. Under the Medical Director, the Staff Practitioner is responsible to direct the clinic team in clinical matters pertaining to his/her signed orders through the Nurse Manager (RN). The Staff Practitioner will adhere to the clinical policies and procedures, as established by the Medical Director, for services which include, but are not limited to: Sexually transmitted infection (STI) testing and treatment, and well-woman exams.

Reports to: COO and Medical Director

Qualifications:

- A commitment to Jesus Christ as Lord and Savior.
- Full agreement with the PRC mission and vision, statement of faith and principles, and policies.
- Able to communicate effectively with patients and PRC personnel.
- Dependable, stable, and available for time commitment.
- Committed to providing respectful, non-judgmental services to all patients.
- Adheres to HIPAA guidelines regarding patient confidentiality.
- Exhibits a strong interpersonal and administrative skill set.
- Fosters commitment to a common vision and promotes teamwork.
- Graduation with a masters or doctorate degree in medicine or nursing from an accredited university.
- Active license to practice medicine in good standing with the State of Washington Medical or Nursing Board.
- Maintains active CPR certification.
- Has admitting privileges at a local hospital or can coordinate with a local physician who does.
- Woman's health care experience.
- Current knowledge on basic woman's health care guidelines and practices, including woman's health screenings, sexually transmitted infections, and pregnancy care.
- Proficient in physical examinations.
- Basic computer skills.

Principal Activities:

The Staff Practitioner works to ensure that the highest standard of care is delivered in the clinic. Under the supervision of the Medical Director, the Staff Practitioner is responsible for assuring that the clinic team:

- Provides appropriate healthcare to patients.
- Maintains appropriate documentation.
- Maintains professional standards of care.

Additional Responsibilities:

- Maintains current knowledge of PRC medical policies and procedures, evidence-based nursing methods, principles, and practices related to woman's reproductive health and maternal/fetal health.
- Participates in the PRC training program and all applicable committees as required by the AAAHC.
- Maintains compliance with infection control guidelines, etc. to provide safe patient care.
- Completes assigned tasks in an efficient and timely manner.
- Consults with the Nurse Manager, Patient Services Director, and volunteers about patient situations according to HIPAA guidelines.
- Notifies Medical Director of critical issues and results in a timely manner.
- Provides health education for patient questions or concerns and refers patients to appropriate medical services as needed.
- Provides holistic care to patients related to their physical, spiritual, and emotional health.

- Provides appropriate patient education regarding procedures, purpose, I
- Provides well-woman exams, including pelvic, pap, and breast.
- Provides STI testing and treatment and ongoing review of STI lab specimen results.
- Maintains applicable continuing education requirements.
- Assists patients in forming a discharge plan and offers educational handouts/referrals to appropriate agencies.
- Documents in the patient's medical record according to the PRC policies and procedures and charting guidelines.
- Completes, reviews, and signs all applicable documentation for each patient.
- Provides any necessary patient follow-up.
- Member of the Medical Executive and Quality Improvement Committees which meet at least once annually, typically once a quarter.

Other duties may be assigned as deemed appropriate by the COO or Medical Director.

Job Requirements and Work Environment:

- Proficiency in reading, writing, comprehending, and speaking English as required for business.
- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- The noise level in the work environment is usually light to moderate. Other conditions are typical of a medical office environment. At times, travel by personal vehicle will be required for outside meetings with vendors, stakeholders, and others.

Hours:

An average of 450 hours per year, dependent on the number of lab results, committee meetings, etc. and includes an 8-hour shift once per week for direct patient care.

Staff Practitioner Signature: _____

Date: _____

COO Signature: _____

Date: _____

Medical Director Signature: _____

Date: _____