

# UNIVERSITY CLINICAL, EDUCATION & RESEARCH ASSOCIATES (UCERA)

## POSITION DESCRIPTION

**Position Title:** Nurse Practitioner

**Date Prepared:** 06/04/2010

**Department:** Family Medicine

**FLSA Status:** Full-time, Exempt  
1.0 UCERA FTE

**Position Reports To:** Hilo Site Director

**Potential Occupational Exposure to Bloodborne Pathogens:** Yes

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UCERA is a non-profit organization established to further the mission and vision of the John A. Burns School of Medicine at the University of Hawaii (JABSOM). It contributes to JABSOM's goal of improving the health care status of the citizens of Hawaii and the Pacific by supporting the education, research and clinical activities of the School. It supports financial diversification of the School by developing revenue generating initiatives in collaboration with hospitals, government agencies and other entities.

### POSITION SUMMARY

The Family Nurse Practitioner (hereafter, "FNP") participates in the care of outpatient clients as part of the interdisciplinary team at the Hawaii Island Family Health Center (hereafter, "Clinical Site"). The Medical Director will have administrative authority over all providers at the Clinical Site Hawaii Island Family Health Center. The function of the Nurse Practitioner is to provide primary health care services to individuals of all ages as a member of a health team assigned to the health center. FNP will be a member of the interdisciplinary academic University of Hawaii faculty and will work to support the goals of interdisciplinary education.

### Essential Functions

- Delivers direct primary care to clients of all ages developing therapeutic plans of care for prevention, management and maintenance of optimum health for individuals and families.
- Assesses, diagnoses, treats, manages, evaluates and monitors acute and chronic illnesses, administers prevention services, prenatal/postnatal services, family planning and counsels psychologically challenged individuals.
- Provides health education and counseling to clients and/or families about preventive care, promoting positive health behaviors, self-care skills, medical issues, and use of prescribed medical treatments and/or medications.
- Orders, performs, interprets, evaluates, and reviews labs, diagnostic studies, and procedures.
- Prescribes and dispenses pharmaceuticals, evaluates outcomes and dictates changes in management levels of therapeutics in accordance with the Hawaii State Rules and Regulations.

- Performs minor surgeries and procedures within his or her scope of practice, which may include: laceration repair, orthopedic splinting and casting, IUD insertion/removal and dermatology therapeutics.
- Performs physical examinations to assess and evaluate clinical problems and health care needs.
- Makes referrals to health care professionals, specialists, other clinics and community agencies when clinically appropriate. Consults Physician for all cases requiring inpatient admission, short-stay admission, or evaluation for any reason at Hilo Medical Center, and for all cases requiring long-term care admission.
- Maintains client records in a systematic format.
- Serves as a consultant and collaborator to/with the health center team, clients and community professionals.
- Participates as a preceptor and role model for Nurse Practitioner students.
- May develop and supervise general operations of one or more satellite health center locations.
- Assists/instructs other health care employees in the management of client care in accordance with delegation rules and scope of practice.
- May be involved in interviewing and selection of Clinical Site employees.
- May be assigned "on call" responsibility for Clinical Site clients/clinics. There is no additional compensation for taking call since the FNP's role is that of a responsible collaborative provider, not an hourly wage employee.
- Ensures that client records are kept confidential consistent with HIPAA standards. Monitors HIPAA compliance within the work environment as is expected of all providers and staff at the Clinical Site.
- Works in an independent and interdependent relationship with members of the multi-disciplinary team which allows for consultation, collaboration, or referral.
- Analyzes new knowledge gained from conferences, workshops, professional literature, or "hands-on training" and assimilates this knowledge into clinical practice.
- Serves as UH Manoa SON faculty with varied teaching responsibilities and precepting advanced clinical practicum for graduate NP students.
- Complies with all legal requirements and company policies.
- Performs other duties as assigned.

### **Employment Qualifications:**

**Education:** Possession of a Master's Degree in Nursing and relevant Nurse Practitioner Training/certification in the specialty area for the position held.

**Experience:** **Highly recommend** minimum one year of Nurse Practitioner experience similar to the job responsibilities of a Nurse Practitioner within the Health Center.

**Other Requirements:** Possession of a current license to practice as a registered nurse (RN) and Advanced Practice Registered Nurse (APRN) in the State of Hawaii. APRN Rx license desirable. Certification as a nurse practitioner in area of specialty by the American Nurses Credentialing Center (ANCC), American Academy of Nurse Practitioners (AANP) or other nationally recognized certification. Maintain re-certification every five years. BLS/ Health care provider certification.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:**

*This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements:*

- Bends and stoops to examine patients.
- Bends and stoops to access office files to place and retrieve documents and to obtain medications and materials from cabinets.
- Ability to enter and retrieve data in a computer.

**Working Conditions:**

Works in office and clinic conditions.

Often works under very disruptive conditions that require clinical judgment to resolve.

Exposure to communicable diseases, blood and other bodily fluids.

**TERMS OF EMPLOYMENT**

Position is located at Hilo. Continued employment subject to terms of employment, job performance and/or continued funding.

Employment is “at will” and can be terminated at any time, either by the employee or UCERA, with or without cause or reason and with or without notice.

**ABOUT THE SALARY AND BENEFITS**

UCERA offers a competitive package. Salary commensurate with education and experience. 100% employee coverage for health and dental, flexible spending plan, pension plan with 3% dollar-for-dollar company matching contributions, and 100% company paid group Life/AD&D/LTD insurance and employee assistance program.

**INTERESTED APPLICANTS**

Qualified applicants are required to email a cover letter along with salary requirement, resume, employment application and verification consent form to [jobs@ucera.org](mailto:jobs@ucera.org) or fax at 808-536-7316.

***UCERA is an Equal Opportunity Employer.***

[www.ucera.org](http://www.ucera.org)