

## MID-LEVEL PRACTITIONER

St. Paul Health Center

### JOB DESCRIPTION

**POSITION STATUS:** Exempt

**WORKERS COMP #:** \_\_\_\_\_

**SUPERVISION RECEIVED:** SPHC Administrator

**JOB CODE #:** \_\_\_\_\_

**JOB SUMMARY:** The Mid-level Practitioner position is based in the Aleutian/Pribilof Island=s Region. The position provides primary care, walk-in urgent care, and emergency services (provide consultation and collaboration to the Community Health Aide/Practitioners who take call 24 hours per day). The Mid-level Practitioner provides the various categories of care as noted above, making independent clinical decisions with consultation and collaboration with physicians from the Southcentral Foundation (SCF) and/or Alaska Native Medical Center (ANMC).

**ESSENTIAL FUNCTIONS:** Provides primary health care, urgent care, and emergency services. Duty hours require flexible time schedules including weekends, holidays, and evenings. Services to be provided are listed below; percentage of time for services varies:

1. Assessment, diagnosis, and treatment of minor illnesses and preventative care in adults, children, and pediatric patients.
2. Management of chronic health problems in conjunction with the Alaska Native Medical Center.
3. Primary care for trauma patients, including suturing and casting.
4. Emergency care, including starting IVS, establishing adequate airways, and managing trauma life support.
5. Perform simple CLIA waived laboratory tests and interpret laboratory test data.
6. Escort seriously ill patients transferred to other facilities.
7. Conduct primary care site visits to other A/PIA clinics in the Aleutian/Pribilof Region.
8. Provide health maintenance examinations and disease education to patients.

**SECONDARY FUNCTIONS:** To be performed 100% of the time.

1. Knowledge of medical care and treatment for ill or injured patients of all ages. The ability to evaluate patients and establish a diagnosis followed by the appropriate treatment. Competence in keeping problem oriented patient records. Knowledge of frequently used and special drugs, including normal dosage, administration, action, and adverse reaction.
2. Ability to provide specialized practitioner services such as suturing, casting, x-ray interpretation of chest and extremities. Ability to provide family planning services, including pelvic examinations, treatment of STDs, prescription of family planning services. Ability to perform basic physical assessments, including consultation skills.
3. Ability to provide comprehensive preventive and therapeutic health care based on professional knowledge, clinic guidelines, standing orders, and specific health backgrounds of patients. Knowledge of child and adolescent growth and perform cross-cultural counseling regarding health problems.
4. Supervisory Controls - Assignments evolve from the flow of work and the practitioner provides care, without detailed instructions, including assessment and treatment of minor illnesses and initial

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management of emergencies. At independent sites, the practitioner functions as an independent provider with remote supervision by telephone.

5. Guidelines - Work is performed under the guidelines that identify broadly the scope of illness which can be independently treated from those which need to be referred. But the practitioner must use judgment to determine which patient conditions meet the above criteria.
6. Complexity - The work covers a range of clinical services from assessment through counseling, treating minor illnesses, chronic disease, and providing initial management of emergencies. At independent sites, it requires independent decision making due to the lack of immediate supervision.
7. Scope and Effect - The purpose of the work is to deliver health and nursing care to individuals, families, schools, and, in summation, to a community. The work affects the physical well-being of persons in the community.
8. Personal Contacts - Primary contacts are with patients and require professional judgment and the exercise of courtesy and confidentiality. Professional contact with ANMC staff and visiting specialists occurs on a sporadic basis.
9. Purpose of Contacts - Contact with patients is to provide medical care appropriate to the health problems encountered. Contact with the ANMC medical staff for consultation on specific patients.
10. Work Environment - The work is performed at the various A/PIA medical facilities, which have adequate room, lighting, and ventilation. The practitioner will deal with uncomfortable and injured patients on a daily basis. Exposure to communicable diseases is common.
11. Other Significant Factors - The Mid-level Practitioner will have the opportunity to rotate to several regional Community Health Aide (CHA) clinics in the region to provide temporary health care services while the CHA(s) is/are in training or on annual leave. On-site supervision and teaching CHAs on a daily basis in clinics where CHAs are based.
12. Must have the ability to maintain mental alertness, attention to detail, and a high degree of accuracy is required.
13. Must be able to follow oral and written instructions and follow through on all tasks.
- 14.. Maintain confidentiality in regard to client, staff and program matters.
15. Abide by the A/PIA Personnel Policies and Procedures Manual as established by the Board of Directors.
16. Perform other reasonable related duties as assigned or required by supervisor.
17. Maintain a desktop procedure manual for your position, updating as needed.
18. Must demonstrate maturity, dependability, judgment and empathy in performance of assigned duties.
19. Must be neat in personal appearance and attire. Must be punctual.
20. Must have the ability to establish and maintain a professional business relationship with co-workers, clients, and outside agencies.

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21. Must contribute to a positive work environment.
22. Will demonstrate support and awareness of the Health Department Goals, Operating Principles, Core Values, and the A/PIA Mission Statement (all documents attached).
23. Will comply with federal laws and regulations as required by the Health Insurance Portability and Accountability Act (HIPAA) of 1996. (HIPAA compliance form for signature attached).

**PHYSICAL DEMANDS:** The work is highly active with long periods of standing during examinations.

1. Sitting - 40%; Standing - 20%; Walking - 13%; Alternately Sitting/Standing - 27%.
2. Lifting: 1-50 lbs. - 34-66% of time; 51-100 lbs. - 1-33% of time.
3. Carrying: 1-10 lbs. - 34-66% of time; 11-75 lbs. - 1-33% of time; never over 75 lbs.
4. Pushing/Pulling: continuously 1-10 lbs.; 11-50 lbs. - 34-66% of time; 51-75 lbs. - 1-33% of time.
5. The following are required during normal working day:
  - a. Driving automobile with and without loading and unloading;
  - b. Full use of both hands;
  - c. Full use of both legs;
  - d. Use of hands/arms for repetitive movement;
  - e. Good manual dexterity;
  - f. Good finger dexterity.
6. Twisting and climbing stairs - 20% of time.
7. Driving, balancing, bending/stooping, squatting/crouching, and reaching at, above and below shoulder level - 34-66% of time.
8. Kneeling 10-15% of time.
9. Crawling and climbing ladders - never.
10. Working with moving machinery, working with exposure to marked changes in temperature and humidity, and working outside - 1-33% of time;
11. Working at unprotected heights, exposure to gasses, odors, fumes or mists - never.

**QUALIFICATIONS/REQUIRED KNOWLEDGE AND SKILLS:**

1. Graduate of an accredited practitioner program. Requires a registration/license to practice in the State of Alaska. Credentialing process to practice required. Knowledge of related accreditation and certification requirements.
2. Three to five years experience (two years of supervision preferred) or and equivalent combination of relevant education and/or experience.
3. Ability to perform medical examinations using standard medical procedures.
4. Knowledge of patient care charting, patient histories, clinical operations and procedures, primary care principles and practices. Ability to observe, assess, and record symptoms, reactions, and patient progress.

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5. Ability to react calmly and effectively in emergency situations. Up-to-date CPR and ACLS certifications.
6. Knowledge of drugs and their indications, contraindications, dosing, side effects, at proper administration.
7. Knowledge of emerging trends in technologies, techniques, issues, and approaches in area of expertise.
8. Ability to clearly communicate medical information to professional practitioners and the general public. Ability to educate patients and/or families as to the nature of disease and to provide instruction on proper care and treatment.
9. Ability to maintain quality, safety, and/or infection control standards.
10. Ability to self-manage assigned patient caseload, including organizing, prioritizing, and scheduling appointments, services, and work assignments.
11. Ability to make administrative and procedural decisions.
12. Computer literate.
13. Must have the ability to give oral and written reports.
14. Willingness and means to travel on rotation throughout the Aleutian/Pribilof Islands= Region and have a valid Alaska Drivers License.
15. Willing to take training and attend workshops and meetings periodically to enhance job performance and knowledge.

**CERTIFICATION:**

*I have read and understand my duties as described in this job description. I also understand that in the future I have the opportunity and the responsibility to seek clarification by my supervisor on any items, which may become unclear to me.*

*I understand and agree that my employment with the Association is entered into voluntarily and that I may resign at any time. Similarly, my employment may be terminated for any reason or no reason and at any time with or without notice.*

*I also understand and agree that this job description is subject to change as needed based on A/PIA=s requirements.*

\_\_\_\_\_  
Employee Signature

Date