

## **Murray County Medical Center Position Description**

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<b>Classification:</b>	Advanced Practice Provider
<b>Department:</b>	Emergency Department
<b>Location:</b>	Murray County Medical Center
<b>Reports to:</b>	CNO
<b>FLSA Classification:</b>	Salaried/Exempt

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### **Position Purpose**

The APP is responsible for examining, assessing, taking medical history, admitting, monitoring, and treating patients, while under the guidance of their assigned Physician. This position is responsible for providing medical services to patients by prescribing medications and other treatments, ordering labs/x-rays/CT test/etc. and interpreting the results and deciding on course of treatment. This position is responsible for accurate documentation of patient encounters, visits, admissions, progress notes and discharge notes.

### **Essential Duties and Responsibilities**

- 1 Assess patient health by interviewing patient, performing physical examination, obtaining, updating, and studying medical history.
  - Assess a patient's medical, physical and psychological status through discussion and examination.
  - Work with appropriate individuals (patient, family members, EMT's, law enforcement, staff personal etc.) to gather information on the patient.
  - Perform rounds on hospitalized patients.
  - Perform procedures according to provider's delineation of privileges agreement.
- 2 Develop assessment and treatment plans for patients.
  - Consult with specialists.
  - Order tests (lab, x-rays, ultrasounds, CTs, MRI, EKG, and PFT) and interpret tests or results.
  - Order PT or OT therapies for patients.
  - Order medications, IV fluids, neb treatments and other treatments as necessary.
- 3 Provide patient education and counseling covering health status, test results, disease process and discharge planning.
  - Arrange for discharge or transfer and provide continuity of care by developing and implementing patient management plans.
- 4 Serve as MCMC representative.
  - Attend meetings as needed.

- Maintain a safe and clean work environment by complying with procedures, rules and regulations.
  - Protect patients and employees by adhering to infection-control policies and protocols.
  - Comply with federal, state and local legal and professional requirements by studying existing and new legislation, anticipating future legislation and enforcing adherence to requirements.
  - Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and participating in professional societies.
- 5 Document patient care services by charting in patient and department records.
    - Make sure charting is timely and accurate.
  - 6 Demonstrate knowledge of MCMC regulations regarding patient care, fire and safety, infection control, disaster plans and emergency codes.
  - 7 Other duties as assigned.

### Job Activities

<b><i>Percent of Job</i></b>	<b><i>Major Activity</i></b>
65%	Patient Care
25%	Medical documentation
10%	Perform rounds on hospitalized patients

**100% Total**

### Education and Experience

- Graduate of an accredited Physician Assistant or Nurse Practitioner program.
- MN PA/NP license.
- ANA certification or certification from the commission on certification of PA.
- One or more years' related experience.
- Advanced Trauma Life Support (ATLS) or Comprehensive Advanced Life Support (CALS), Pediatric Advanced Life Support (PALS), Advanced Cardiac Life Support (ACLS), and Basic Life Support (BLS) required.
- Continued education annually for state licensure and maintenance of certification.

### Requirements

- Be eligible to provide covered Medicare and Medicaid services; third party payer services and participate in any managed care products deemed acceptable by the hospital.
- Be eligible within standards established by Hospitals malpractice insurance carrier to be included as covered employee under MCMC malpractice insurance policy.
- Follow and abide by all principles of medical ethics and all federal, state, and municipal laws and ordinances relating to the practice of medicine.
- Able to concentrate on work tasks amidst distractions. Attention to detail and ability to handle consistent stress.

- Ability to handle a multitude of job tasks and coordinate them effectively while maintaining personal and professional self-control and tactfulness.
- High degree of compassion and empathy.
- Need to possess skills in communicating effectively with diverse populations and have the ability to work harmoniously and cooperatively.
- Stamina to handle long days and unpredictable situations.
- Good dexterity to handle variety of medical devices.
- High degree of Confidentiality.
- Ability to work well in a team showing good working relationships with co-workers.

### **Working Conditions and Physical Demands**

- Requires working on weekends and holidays and being available after hours for emergency situations.
- Deal with concerns of upset patients or other clinic staff.
- Mental demand includes ability to concentrate on frequent detail and deadlines with constant interruption.
- Acute vision for reading charts and computer work.
- Ability to communicate with patients in a manner of discretion.
- Ability to talk and hear accurately for communication with staff and patients directly and via telephone.
- The noise level in the work place is moderate.
- Employee is required to wear personal protective equipment due to daily exposure to blood borne, airborne, body fluids, radiation, illness/infections, wastes, and other hazards.
- This position must have sufficient strength to lift patients, move heavy equipment on wheels and move patients in wheelchairs and stretchers. Frequently this position is required to lift, carry or push or pull 25-60 pounds. On occasion may be required to lift, push or pull 60-100 pounds.
- This position must be able to push 1600 lbs. on wheels occasionally if required.

### **Equipment Operation**

- This position frequently operates Examination Tables and various medical devices.
- Must be proficient with office machines, such as computer, copier, fax, and scanner equipment.

### **Supervisory Responsibilities**

No direct supervisory responsibilities.

**Employee Signature:** I have read and agree that I can perform the essential functions of this position.

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Print Name

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Signature

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Date

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Manager or HR Rep. Signature

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Date