NORTHEAST TRI COUNTY HEALTH DISTRICT

Position Information: Advanced Registered Nurse Practitioner/Physician Assistant

Expected Start Date: As soon as possible

Beginning Salary: Depending on Experience

Reports to: Community Health Director

Works With: All Divisions of Northeast Tri County Health District

Position Location: Colville

Application Deadline: Open until filled

Apply to: Northeast Tri County Health District
240 E. Dominion
P.O. Box 270
Colville, WA 99114
(509) 684-1301

Interviews: Those applicants selected for interviews will be notified for appointments.

The Northeast Tri County Health District is made up of Ferry, Pend Oreille and Stevens Counties. The administration offices are located in Colville at 240 E. Dominion. Programs of the Health District include community health services and environmental health services such as nutrition programs, family planning, maternal and child health programs, communicable disease control, restaurant inspection, on-site sewage inspection. The Health District is publicly funded and the Board of Health, made up of elected officials from the three (3) counties, is the governing board of the District.

Northeast Tri County Health District is an Equal Opportunity Employer.

NOTE: USE OF AUTOMOBILE: Persons whose positions require the use of an automobile may be expected to use their own private vehicle, and will be asked to provide appropriate auto insurance. It is also necessary that such employees have a current, valid Washington State driver’s license or ability to obtain same.

The Health District office is a non-smoking environment.
The Health District is an equal opportunity employer.
The Health District is a drug and alcohol free workplace.
FAMILY PLANNING NURSE PRACTITIONER/Physician Assistant

JOB TITLE: Family Planning Nurse Practitioner/Physician Assistant

OFFICE AND SECTION: Stevens County; Community Health

REPORTS TO: Community Health Director

FUNCTION: Examines and treats patients independently and in autonomous collaboration with other health care professionals under standing orders of Medical Director. Performs initial/annual examinations and ensures proper care and disease prevention, diagnosis, and treatment with a reproductive focus in a family planning health center.

ESSENTIAL FUNCTIONS:

- Perform direct patient care duties.
- Perform initial/annual examinations including thyroid palpation, heart and lung screening, breast exam, abdominal palpation, pelvic and vaginal exam, and R/V exam (when indicated).
- Order diagnostic laboratory tests as indicated, interpret results without supervision, including: Pap smear, GC, CTT, Herpes, Wet mount (see next bullet point), Blood drawing and other diagnostic tests as indicated without supervision.
- Perform moderate complexity testing and must:
  - Follow the laboratory’s procedures for specimen handling and processing, test analyses, reporting and maintaining records of patient test results;
  - Maintain records that demonstrate that proficiency testing samples are tested in the same manner as patient samples;
  - Adhere to the laboratory’s quality control policies, document all quality control activities, instrument and procedural calibrations and maintenance performed;
  - Follow the laboratory’s established corrective action policies and procedures whenever test systems are not within the laboratory’s established acceptable levels of performance;
  - Identify problems that may adversely affect test performance or reporting of test results and either must correct the problems or immediately notify the technical consultant, clinical consultant or director, or quality management manager; and
  - Document all corrective actions taken when test systems deviate from the laboratory’s established performance specifications.
- Provide evaluation, problem identification and formulation of treatment plans as medically indicated.
- Administer appropriate contraceptive methods.
  - Insert IUD’s; remove IUD’s.
  - Insert Norplant system; remove Norplant system.
- Act as resource person for other staff on medical matters; keep informed of current developments in family planning field; may assist in training new staff, students.
- Provide referrals to other agencies and medical resources for evaluation/follow-up or treatment; responsible for follow-up of referrals made.
- Provide follow-up exams, problem revisit exams, and pregnancy assessment.
- Provide evaluation, problem identification and formulation of treatment plans as medically indicated.
- Obtain complete and accurate medical history; promote patient well-being through education.

*Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.
FAMILY PLANNING NURSE PRACTITIONER/Physician Assistant

RESPONSIBLE FOR COORDINATION, MANAGEMENT AND CONTINUING EDUCATION

- Works cooperatively with other clinic staff to facilitate patient flow and quality service and initiates assisting team members with their workload;
- Communicates schedule changes to the Director of Community Health in a timely fashion;
- Prioritizes and adapts to changing clinic load and clients’ needs by being flexible and tolerating pressure well;
- Facilitates quality improvement and risk management activities as needed to improve quality of patient care;
- Attends staff meetings, trainings, workshops as required, represents the agency as requested;
- Completes time sheets for program service and cost allocation;
- Provides information for periodic reporting or monitoring requirements;
- Maintains electronic client charts including updating files, writing client assessments and completing treatment plans, writes referral and follow up letters;
- Writes letters, reports or information as needed by management staff;
- Other duties as required.

Knowledge, Abilities and Environmental Factors

Knowledge of: Principles of nursing; social service agencies and community resources; normal human growth and development; human anatomy and physiology; human behavior, pathology; diagnostic techniques.

Ability to: Advise clients and family on public health practices; conduct practice without on-site supervision; write clear reports and maintain accurate client records; interpret written program guidelines and regulations; work with agency and community personnel; exercise judgment in determining when to consult other resources for diagnosis and case management.

Environmental Factors: Position requires driving throughout the area, ability to use equipment integral to the job (i.e., microscope, blood pressure equipment).

MINIMUM QUALIFICATIONS:

A valid license to practice as a Registered Professional Nurse in the State of Washington

AND

A valid license to practice as an Advanced Registered Nurse Practitioner in the State of Washington

OR

Certified Physician’s Assistant with an active Washington state license

AND

Prescriptive authority preferred; eligibility for prescriptive authority required

AND

Valid driver’s license or ability to obtain same