

EXHIBIT A

Partners for Healing FNP Job Description

Job Title: APN

Department: Clinical

Weekly Hours: You will be expected to work, 35 hours a week

Immediate Supervisor Title: Clinic Supervisor and strong communication lines to the Medical Director

Job Supervisory Responsibilities: Supervision over clinic RN and LPN as related to delegated duties

Essential Job Responsibilities:

1. Treats every patient with loving respect under the supervision of the clinic Medical Director.
2. Attend two outside community events held by Partners for Healing in each calendar year.
3. Maintain a current, full and unrestricted license to practice medicine in Tennessee and provide the clinic and state a copy of each license renewal within 5 days of receipt.
4. Maintain a current DEA registration and certificate and a current Healthcare Provider CPR certification and shall provide the clinic and State a copy of each certificate renewal within 5 business days of receipt.
5. Continuous inventory of medications in the clinic required for patient care.
6. Order medications for inventory that are needed for patient care in collaboration with Clinic Supervisor.
7. Write orders for patients as needed.
8. Review Medication Administration Records (MAR's) in accordance with current policy/protocol.
9. Review patient's MAR during each office visit and/or chart review.
10. Attend the monthly meeting with the Medical Director and Clinic Supervisor or Executive Director
11. Elicit comprehensive health histories, perform complete physical examinations, order and/or perform diagnostic tests, analyze data and formulate problem lists, develop and implement plans of care, collaborate with other health professionals and refer patients as appropriate.
12. Conduct and supervise direct patient care, and plan and execute disease prevention and health promotion programs.
13. Perform special staff functions in health support at all levels of the clinic.
14. Provide medical healthcare services to the patients who may possess a wide variety of physical, mental and emotional disabilities including, but not limited to, medical screenings, medical evaluations, medical consultation, counseling, teaching and prescribing medications as indicated.
15. Review medical records for patients.
16. Advise the nursing and other staff regarding skills and techniques of caring for patients with various medical conditions.

17. Review, as necessary, current policies and medical protocols regarding nursing care of clients, to ensure that these policies and protocols are consistent with current standards of practice.
18. When implementing new medical procedures and protocols, conduct training activities with nursing and/or other clinical support staff.
19. Work with the Medical Director, clinical staff, Clinic Supervisor and Executive Director to communicate, plan, coordinate, and deliver needed individualized services to patients in a manner that adheres to current standards of medical practice, and conveys respect and professionalism.
20. Arrive promptly as scheduled to conduct clinic duties and to attend meetings.
21. Be appropriately attired in a manner that contributes to projecting an image of quality and professionalism.
22. Email review/reply in a timely manner.
23. Other administrative duties to support clinic functions as directed by the clinic administrator or executive director.

Education: Masters or doctoral Degree in Advanced Practice Nursing, Current Tennessee license as an Advanced Practice Nurse, National specialty certification nurse practitioner, Certification to prescribe medications for patients

Continuing education to support practice

Experience: Minimum one year of recent experience working in a medical facility

Other Requirements: Maintain a current DEA registration and certificate and a current Healthcare Provider CPR certification

Performance Requirements:

Knowledge:

1. Knowledge of health care field and medical office protocols/procedures.
2. Knowledge of specific assisting tasks related to medical practices.
3. Knowledge of information that must be conveyed to patients and families.

Skills:

1. Skill in performing comprehensive assessment and skilled nursing care to patients in need of services in accordance with plan of care.
2. Skill in accurately documenting care provided and maintains patient records.
3. Skill in the use of technology applications.
4. Skill in interpersonal interactions.
5. Skill in understanding patient education needs by effectively sharing information with patients and families.

Abilities:

1. Ability to learn and retain information regarding clinic procedures and state laws.
2. Ability to demonstrate on-going continuing education and professional growth and development.
3. Ability to work as a member of the interdisciplinary team.

4. Ability to project a pleasant and professional image.
5. Ability to plan, prioritize, and complete delegated tasks.
6. Ability to demonstrate compassion and caring in dealing with others.

Equipment Operated: Standard medical exam/office equipment, including computerized health information management system for medical records, etc.

Work Environment: Combination of medical office and exam/procedure room settings.

Mental/Physical Requirements: Must be able to use appropriate body mechanics techniques when making necessary patient transfers and helping patients with walking, dressing, etc. Must be able to lift up to 30 pounds of supplies. Occasional stress from dealing with many patients and staff.

Employee Signature: Walter DeBorja Date: 6/1/2020

Executive Director Signature: Lynne C. Buford Date: 6/1/2020

Board Chair Signature: _____ Date: _____