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Culpeper Medical Associates Job Description		
<b>POSITION TITLE:</b> Nurse Practitioner	<b>REPORTS TO:</b> Manager, CMA	<b>FLSA:</b> Exempt
<b>DEPARTMENT:</b> All Culpeper Medical Associates Offices		

**GENERAL SUMMARY:** Responsible for providing primary care clinical services, including assessing and managing patients in the clinic and institutional/residential facilities following established standards and practices within the appropriate scope of care.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

**Essential Functions of the Job:**

- Performs physical examination, obtains medical history and records findings. Orders appropriate laboratory and diagnostic procedures. Interprets and integrates data to determine diagnosis and therapeutic plan.
- May administer medications and injections in compliance with state law and clinic guidelines.
- May perform office procedures based on skill and experience
- May provide call coverage.
- Instructs patient/family regarding medications and treatments. Educates patients regarding health and illness prevention. Recommends community resources to meet patient and family needs.
- Collaborates with physicians in managing acute and long-term medical needs of patients.
- May provide monitoring and continuity of care between physician visits.
- Maintains and reviews patient records, charts and other pertinent information.
- May provide telephone consultation.
- Maintains patient confidentiality.
- Provides other independent services as required by respective CMA offices.
- Performs other tasks as assigned.

**REQUIRED QUALIFICATIONS (Knowledge, Skills & Abilities):**

Education:

- Nurse Practitioner Degree
- The incumbent must be a nurse practitioner or physician assistant who is licensed to practice in Virginia as an NP.

Experience:

- 2-3 years of experience working in a primary care setting

Knowledge and skills:

- Basic knowledge of and experience utilizing a personal computer.
- Basic word processing skills required.
- Nursing Home Experience is preferred.

**SUPERVISORY RESPONSIBILITIES:** This position does not have any positions reporting to it. The individual provides training and guidance to others and/or manages projects but has no direct supervision.

**WORKING CONDITIONS:** General busy clinical environment. The incumbent will be working in many different offices and patient examination rooms and is required to help move patients when needed and standing during portions of the physical examination.

**SUCCESS FACTORS:**

- Ability to work independently
- Thoroughness and dependability
- Good organizational skills
- The NP or PA will must satisfy all requirements to maintain VA licensure.

- Ability to manage multiple tasks in a busy clinical environment
- Above average interpersonal skills
- Ability to effectively communicate and work with physicians, patients, patient families, staff and management
- Ability to work with and maintain confidentiality of patient, patient account, and personnel data
- Ability to work as a team member

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