



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> Family Nurse Practitioner/Nurse Supervisor		<b>JOB CODE:</b> FNPS
<b>GOVERNMENT – EMPLOYEE</b>		<b>EEO:</b> 2
<b>PAY GRADE:</b> 30		<b>NATIVE AMERICAN PREFERENCE</b>
<b>Exempt</b>	<b>Flex</b>	

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."*

*"This position requires compliance with the Indian Child and Family Violence Prevention Act, 25 U.S.C. Part 3207 (c) and shall be subject to a background investigation as a condition of employment."*

### **POSITION OVERVIEW**

Works on a multidisciplinary team in a family practice clinic setting providing holistic care to Native Americans, employees of the Ho-Chunk Nation and non-Native family members who have comprehensive health insurance. The nurse practitioner evaluates and treats medical and minor surgical and emergency problems, through assessments, ordering and interpreting specific diagnostic test using the guidance of a collaborating physician as needed. Will also supervise staff as assigned.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Provide direct patient care within established protocols that result in timely billing each month, such as:
  - a. Developing treatment plans for acute and chronic health conditions;
  - b. Prescribing medications pharmacological and non-pharmacological treatment modalities;
  - c. Ordering appropriate diagnostic and screening evaluations;
  - d. Referring for specialized consultations, when necessary or collaborating with multi-disciplinary team and making specialists referrals as needed;
  - e. Providing education and counseling to the patient and family in preventive care, medical conditions, healthy lifestyle habits, and use of prescribed treatments and medications;
  - f. Recognizing limitations and seeking medical discussion and advice with physician and other health professionals, when necessary; and,
  - g. Documenting all patient services in the electronic medical records.
2. Complete necessary annual continuing education to meet state practice and certification requirements and avoid any suspensions to practice in a year.
3. Comply with applicable state, federal and Ho-Chunk legal and professional requirements as a practicing Family Nurse Practitioner.
4. Provide training for primary health care student interns within the clinic each year with the goal of developing positive character building within the Ho-Chunk healthcare professions leading to the proper credentials post internship.
5. Review and/or establish protocols for management of acute and chronic illness, health promotion and maintenance in collaboration with the medical staff align with medical bylaws each year.
6. Delegate duties to allied staff as appropriate for education and expertise in order to actualize performance of duties relevant to their scope of work as nursing and ancillary support staff and result in attainable patient visit counts per month.
7. Willing to supervise nursing staff and other staff as assigned.
8. Perform other duties as assigned by supervisor within the scope of this job description which may include but not limited to the following:
  - a. Attending meetings;
  - b. Supervising staff;
  - c. Developing and implementing in-service educational materials.



**JOB RESPONSIBILITY**

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Implements operating plans
Supervisory Accountability	Supervises professionals and non-managers
Organizational Accountability	Manages work group within a sub-unit of a department
Financial Accountability	None
Customer Accountability	Interfaces with outside and inside customers
Freedom to Act	Operates with significant independence

**MINIMUM QUALIFICATIONS**

**EDUCATION:** None Listed

**ESSENTIALS:**

1. Nurse Practitioner, certified form an accredited governing body, family practice preferred. Will accept certified Nurse Practitioner in ob-gyn, Pediatrics, or Geriatrics, if expertise is appropriate.
2. Current valid Registered Nurse license for the State of Wisconsin. Current valid certification as Nurse Practitioner from accrediting body. Possess or be eligible to obtain a State of Wisconsin Advance Practice Nurse Prescriber number within four (4) months.
3. Possess or be eligible to possess a controlled substance registration certificate form the Drug Enforcement Agency.
4. Possess or obtain and maintain current BLS (Basis Life Support) and ACLS (Advance Cardiac Life Support) certification.
5. Must have a valid driver's license, dependable transportation and proper auto insurance.
6. Promote a healthy, non-abusive lifestyle.

**EXPERIENCE:**

1. Previous supervisory experience in clinical setting.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Ability to use mature judgment, self-discipline, tact, and innovation in maintaining cohesive working relationships with staff members and /or the general public.
2. Ability to work with a Native American population in a positive manner and with a team oriented approach.
3. Ability to work in accordance with established policies and procedures, department guidelines, federal and state rule and regulations and medical standards of care.
4. Must be able to resolve problems, handle conflicts, and make effective decisions under pressure.
5. Willingness to be flexible in the assumption of position responsibilities and competent in Universal Precautions.
6. Possess emotional stability to deal with emergencies and stresses.
7. Ability to communicate and work well with others, work independently and demonstrated capacity to train others.
8. Possess basic computer skills.
9. Must be able to prioritize work and multitask.
10. Possess pleasant phone etiquette.
11. Remains composed and helpful when working with dissatisfied patients and staff.



12. Must be able to gain new skills and knowledge necessary for performance of job duties.
13. Willingness to be flexible in the assumption of position responsibilities.

**WORK PLACE RESPONSIBILITY**

1. Maintains a safe and healthy work place environment.

**WORKING CONDITIONS**

1. Work in a clinic setting providing patient care services, occasionally doing health related activity outside the clinic.