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## ILANKA COMMUNITY HEALTH CENTER Advanced Practice Provider

**Team:** Ilanka Community Health Center

**Reports to:** Medical Director

**FLSA Status:** Exempt

**Salary Range:** DOE

**Schedule:** Part-time, Regular

**Last revised:** September 2022

*The Advanced Practice Provider (APP) works in an integrated setting providing Primary Care Services at Ilanka Community Health Center (IHC), a tribally owned and operated Federally Qualified Health Center (FQHC), meeting Patient Centered Medical Home accreditation standards.*

### ***Duties/Responsibilities:***

- Provides primary health care services for all IHC patients which includes comprehensive assessment, diagnosis, treatment, health counseling and education.
- Diagnoses and treats illnesses, injuries, and acute/chronic conditions with appropriate standards of care and within scope of licensure and privileging.
- Prescribes appropriate medication, including dosage, routes, and frequency pattern, based upon accurate knowledge of patient characteristics and concurrent therapies.
- Works in an integrated environment, consulting and collaborating with internal and external resources and making appropriate specialty referrals, both in and out of Cordova, as needed.
- Participates in IHC's Medication Assisted Treatment program.
- Uses Electronic Medical Records appropriately, accurately charting all aspects of care from initial examination through follow-up exams and discharge in accordance with rules and regulations and relevant state and federal law; completing documentation within 24 hrs of visit, but no later than 3 business days to ensure timely billing in accordance with laws, regulations, and contracts.
- Provides services through home visits as necessary.
- Responsible for being aware of and following all State, Regulatory and NVE/IHC policies, procedures, and compliance requirements.
- Participates in Continuous Quality Improvement and Risk Management programs, including Peer Review and timely submission of Privileging documents.
- Participates in emergency preparedness training, drills, and events within the clinic and throughout the community as needed.
- Participates in meetings, trainings, classes, or functions required by IHC.
- Participates in community-wide health care activities such as health fairs, needs assessments, screening outreach, etc. as well as Native Village of Eyak outreach events which may be outside regular hours.
- Responsible for understanding and following HIPAA and HITECH regulations; maintaining a high level of confidentiality and only accessing appropriate information needed to perform job duties.
- Performs other related duties as assigned.



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***Required Skills/Abilities:***

- Confidently demonstrates clinical proficiency in carrying out a range of healthcare services, procedures, and interventions.
- Able to use independent judgement and initiative, communicating effectively and appropriately for the situation, including complex and unpredictable situations.
- Demonstrates respect for differences in cultural and social responses to health and illness and incorporates health beliefs of the individual/community into treatment and management modalities.
- Regularly use mental, oral, and written methods to complete work.
- Regularly use fine motor skills at a heightened ability to perform procedures.
- Proficient in the use of or ability to be trained in electronic medical records
- Demonstrates professional maturity in all interactions with patients and staff.
- Maintains a neat, clean, and professional appearance

***Education and Experience:***

- Preferred 3 years of experience in a primary care setting, with additional background in acute/emergency care.
- Advanced Practice Nurse or Nurse Practitioner Certification from an accredited organization.
- Current Alaska licensure.
- Current DEA license with special waiver to prescribe suboxone. Waiver can be obtained after hire.
- Holds current Medical Examiner License or obtains within 6 months of hire.

***Physical Requirements:***

- Typically move, bend and crouch during work hours to perform medical services.
- Prolonged periods of sitting at a desk and working on a computer.
- Typically lifts 15 lbs. to coordinate work, occasionally assist in lifting patients more than 100 lbs.
- Tasks routinely involve a potential for mucous membrane or skin contact exposure to blood, fluids, or tissue. Use of personal protective equipment (PPE), when appropriate, is required.

***Disclaimer***

NVE has the right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description.

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*Employee Signature*

*Date*