

# **ADVANCED PRACTICE NURSE**

**Division:** Knox Community Health Center  
**Immediate Supervisor:** Chief Medical Officer  
**Bloodborne Pathogen Risk Classification:** 1  
**Fair Labor Standards Act (Exempt Status):** E  
**Salary Schedule Pay Grade:** Contractual

**Updated: April 2013**  
**Reviewed: December 2015**

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As with any public sector employment, job descriptions, performance standards, and duties assigned are subject to change dependant on funding allocation and community expectations.

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## **Summary of Duties:**

1. Exercise a keen interest in public health, and provide quality medical care to eligible beneficiaries.
2. Perform physical examinations of patients, analyze medical problems, and develop appropriate treatment plans, in a manner, which meets patient care needs as well as industry and State standards.
3. Provide leadership in planning, organizing and educating medical staff, in the application of proper practice and techniques, while updating staff to new practices and procedures.
4. Provide treatment within the scope of practice, privileges and Department capacity, exercising sound judgment in determining level of ability of self and subordinates.
5. Refer patients, which are beyond the scope of the Community Health Center and staff, in a manner consistent with established policies and procedures.
6. Be available, except for periods of vacation on an On Call basis to perform duties as an Advanced Practice Nurse whenever services are needed and requested.
7. Maintain an understanding of Community Health Center equipment, and provide supervisory and advisory counsel to other staff members ensuring proper function and maintenance.
8. Recommend changes in Community Health Center policies and procedures when appropriate.
9. Provide guidance with regard to maintenance of patient records, audits and claims remittance.
10. Work very closely and in harmony with the Community Health Center leadership, to analyze, provide insight and determine quality medical practice provided in the Community Health Center, and offer recommendations for change if necessary.

## **Minimum Qualifications:**

### Education and Experience:

- 1) An Illinois license as a Advanced Practice Nurse examination; and
- 2) A minimum of three (3) years of experience in a medical delivery system

### Essential/Non-Essential Functions:

- 1) Maintains the capacity to perform medical care procedures in accordance with the Nurse Practice Act in a non-judgmental manner, exercising courtesy, tact, and patient confidentiality at all times.
- 2) Possesses the ability to independently exercise judgment in making critical decisions affecting the health and welfare of patients, with regard to medical care services.
- 3) Asserts ability to consistently perform medical services at or above industry standard levels, performing skillful use of medical equipment. Seeks out knowledge through continued education and independent study.
- 4) Ensures the maintenance of proper precautions in compliance with established policies and procedures for safety, infection and exposure control as outlined in the Knox County Health Department Bloodborne Pathogen Exposure Control Plan and all applicable OSHA standards.
- 5) Demonstrates public health practices and theories in the provision of comprehensive direct medical care services to individuals and families; exhibits concern for and commitment to healthcare in the community.
- 6) Ability to establish and maintain effective working relationships with administration, health clinic staff, and community representatives.
- 7) Ability to present ideas effectively, both orally and in writing, to health clinic coordinator and staff.



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**Physical/Mental Attributes:**

Must be able to walk, stand and manipulate health clinic equipment.

Must be able to lift and carry said equipment and materials not to exceed twenty-five (25) pounds.

Must be able to physically perform all aspects of the job in a manner to satisfactorily meet the requirements of the job, without danger to yourself or others.

Must have a valid drivers license and be able to driver a vehicle.

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**Performance Standards:**

Performance will be measured in accordance with the Knox County Health Department approved evaluation tool and established work performance standards.

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Administrator Signature

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Employee Signature