**Logo, company name

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**JOB TITLE:** Nurse Practitioner

**REPORTS TO:** Nurse Manager & Executive Director

**FSLA STATUS:** Nonexempt

**Qualifications:**

* Expresses full agreement with corporation’s Core Statements.
* Is dependable, stable, self-motivated, and capable of following through on commitments.
* Women’s Health experience in an ARNP role.
* Completed a graduate-level degree program for an advanced registered nurse practitioner.
* Washington State Advanced Registered Nurse Practitioner license.
* Active, unrestricted Washington State ARNP License.
* Current and active NPI.
* Current BLS/CPR card.
* Have knowledge of various sexually transmitted infections and diseases.
* Comfortable providing patient education on sexually transmitted infections and diseases.
* Willing to undergo a criminal background check prior to hire and on an annual basis thereafter.

**Roles and Responsibilities:**

* Works collaboratively with the Nurse Manager and Executive Director to promote care of patients according to the organizational mission and values.
* Contributes to a positive and hospitable environment for patients, clients, and guests.
* Ensures compliance with federal and state regulations pertaining to clinical aspects of providing health care.
* In collaboration with Nurse Manager ensures compliance with accepted standards of care and professional guidelines such as those published by ACOG, AWHONN, CDC and other appropriate organizations.
* Completes required continuing education, including up to date information on women’s health care, appropriate to the services provided by the clinic.
* Accesses and recommends patient education materials or assists in their development as needed.
* STI testing and treatment, including blood draws, specimen collection, and exams.
* Provide pregnancy, sexual health, and patient referrals to community resources and/or providers, as determined from assessments.
* Completes in-person or phone nurse triage.
* Provide holistic care to patients relating to their physical, spiritual, social, and emotional health.
* Collaborates with the Nurse Manager to develop and implement plan of care.
* Analyzes diagnostic lab test results and under the direction of the Medical Director and communicates results to patients.
* Notifies Medical Director of critical issues and results in a timely manner.
* Provides high quality and safe patient care.
* Performs laboratory testing according to policy/procedure and standing orders.
* Review any clinical findings indicating concern for the health of the patient with the Medical Director as needed.
* Maintains compliance with policies and procedures for ultrasounds, laboratory tests, and other medical tests performed either internally or referred externally.
* Completes medical record documentation consistent with ARNP function and role.
* Assist sonographers as requested.
* Accountable for effective performance and follow-through of all assigned responsibilities and for completing responsibilities within designated (or agreed upon) timeframes. Completes responsibilities in a manner consistent with organizational policy, goals, and values.
* Performs other duties as assigned by the Nurse Manager or Executive Director.
* Work collaboratively with the administrative department and attend promotional events when needed.
* Reports to the Nurse Manager on all administrative related issues or personnel related issues that may come up such as but not limited to request for time off.

**Communication and Interpersonal Skills:**

* Demonstrates respect for others without consideration of their status or position.
* Has skill in communication and in building trust relationships.
* Understands and communicates decision-making and problem-solving strategies.
* Demonstrates compassion and warmth in interpersonal relationships.
* Demonstrates the ability to effectively motivate staff.
* Demonstrates skill in developing and maintaining team cohesiveness and facilitation of staff members in supporting and learning from each other.
* Provides effective, positive, and constructive feedback.
* Manages and knows how to de-escalate difficult or emotional situations.
* Responds promptly to patient and staff needs.
* Solicits patient and staff feedback to improve service.
* Responds to requests for service and assistance. Knows when to call in assistance, as necessary.
* Maintains confidentiality. Listens to others without interrupting. Maintains a professional demeanor.
* Shows respect and sensitivity for cultural differences. Promotes a harassment-free environment.

**Clinical Knowledge and Skills:**

* Has knowledge of pregnancy and fetal development.
* Informed and up to date on basic women’s health care guidelines and practices, including recommendations for preconception and early pregnancy care, sexually transmitted infections and diseases, and women’s health screening.
* Demonstrates thorough and perceptive skills in obtaining patient histories.
* Proficient in physical examination skills.
* Demonstrates efforts to continue increasing clinical knowledge and skill.

**Integrity and Dependability:**

* Upholds organizational values, particularly honesty and trustworthiness.
* Is punctual for work and meetings and arranges for coverage when absent.
* Keeps commitments.