# UW HEALTH JOB DESCRIPTION

## NURSE PRACTITIONER/PHYSICIAN ASSISTANT - PRIMARY CARE

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<tbody>
<tr>
<td>Department: Internal Medicine</td>
<td>HR Approval: nni</td>
<td>Date: 8.2018</td>
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## JOB SUMMARY

The Nurse Practitioner/Physician Assistant functions as an independent healthcare provider who, working collaboratively within a multidisciplinary health team, is responsible for providing comprehensive care to both well and ill patients in an outpatient setting. He/she demonstrates a high degree of clinical expertise in working with patients with acute and chronic illnesses commonly encountered in adults ages 18 years and older in general internal medicine. He/she is responsible for assessment, diagnosis, treatment, management, education, health promotion and care coordination for patients and families with acute and chronic health needs. The Nurse Practitioner/Physician Assistant demonstrates an advanced level of medical/nursing clinical knowledge, communication and interdisciplinary collaboration, professionalism and systems-based practice. He/she works with administrative, nursing, physician, and university faculty to assure safe, effective, quality patient care and to promote UW Health's educational and research missions.

The Nurse Practitioner/Physician Assistant will provide care within his/her scope of practice as outlined by applicable state law, licensing, regulations, institutional policy and practice agreements.

For practices located at UW Hospital and Clinics, the Nurse Practitioner/Physician Assistant is eligible to begin practice after he/she is credentialed and privileged by the University of Wisconsin Hospital and Clinics Medical Staff. Active hospital privileges will be required and reviewed on a bi-annual basis to maintain employment within this Department.

For all other non-UWMF and non-UWHC locations, the Nurse Practitioner/Physician Assistant will need to be credentialed and obtain and maintain professional privileges required for employment within this Department.

## MAJOR RESPONSIBILITIES

### Clinical Knowledge
1. Demonstrates knowledge of etiologies, risk factors, pathophysiology, presentation and epidemiology of medical conditions.
2. Performs history and physical assessments of patients that are accurate, complete, concise, relevant and appropriate for age, gender and clinical problem.
3. Orders appropriate diagnostic studies and correctly interpret the results.
4. Utilizes critical thinking to synthesize and analyze collected data.
5. Develops implements, evaluates and alters the plan of care as needed.
6. Manages general medical and surgical conditions based on knowledge of the indications, contraindications, side effects, interactions and adverse reactions of pharmacologic agents and other relevant treatment modalities.
7. Counsels and educates patients and families.
8. Demonstrates proficiency in procedural skills pertinent to practice area.
9. Maintains accurate, complete, concise and timely documentation in the electronic medical record.

### Patient Care
1. Provides care that is patient and family centered, compassionate, appropriate and effective for the promotion of health, prevention of illness and treatment of disease throughout the lifespan.
2. Facilitates consistent, coordinated care and clear communication among all members of the healthcare team.
3. Incorporates the patient and family in care planning and treatment across settings.
4. Serves as an advocate for patients and families in navigating the health care system.

### Practice Based Learning and Clinical Improvement
1. Demonstrates insight into own strengths, limitations and knowledge deficits.
2. Demonstrates initiative to meet identified learning needs using multiple resources.
3. Actively participates in self-evaluation by seeking and utilizing guidance and constructive feedback in a professional manner.
4. Continuously seeks opportunities for clinical advancement and knowledge and skill attainment.

### Communication and Interdisciplinary Collaboration
1. Communicates and collaborates effectively with physicians, other health professionals and health related agencies.
2. Works effectively with multidisciplinary team members.
3. Promotes mutual respect and trust working within a team model.
4. Communicates effectively with patients and families, incorporating gender, age, culture, race, religion, disabilities and sexual orientation.

### Professionalism
1. Follows ethical principles regarding patient confidentiality, informed consent and unanticipated adverse outcomes.
2. Demonstrates the highest level of accountability for professional practice.
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3. Participates in education of students and other health care professionals.
4. Maintains effectiveness where circumstances and priorities are changing. Is flexible, resilient and change oriented.
5. Welcomes and participates in opportunities to advance the mission of UW Health through service, scholarship, science and social responsibility.
6. Participates in organizational and departmental meetings, educational opportunities, committees and workgroups as necessary.

Systems Based Practice
1. Considers cost effectiveness and risk/benefit analysis when making decisions about patient care.
2. Uses evidenced-based medicine to systematically analyze and improve patient care practices.
3. Participates in quality initiative/performace activities.
4. Participates in development, evaluates and implements standards of care within area of specialization (policies, protocols, etc).

Roles and responsibilities specific to area of clinical practice:

Outpatient Specific Responsibilities (100%)
1. Conducts comprehensive or episodic health history and physical assessment of patients/families with acute, chronic and/or potential health problems.
2. Establish medical diagnoses and treatment plans
3. Provide for continuity of care between clinic visits
4. Write specific orders within the limits of the practice agreement/scope of practice
5. Discuss proposed surgical procedures, risk and potential complications with supervising physician and patient to obtain proper patient informed consent.
6. See patients in follow up for routine post-operative care and manage complications related to surgery.
7. Provider appropriate direction to clinic staff regarding patient care issues.
8. Communicate effectively with referring health care providers.
9. Participate in a team model of care delivery to identified group/panel of patients.
10. Meet regularly with appropriate physicians; work collaboratively to effect programmatic changes and develop protocols.
11. Develop, implement, an devaluate comprehensive patient education programs that assure quality and appropriateness f care across settings.
12. Participate I quality assessment and improvement activities. Identify important aspects of care and assure findings are used to improve practice and operations.
13. Serve on clinical/department based, and medical staff committees, as appropriate.
14. Develop states of the art collaborative practice relationships to serve as a model for student in the health science disciplines
15. Act as a resource to health care staff and implement educational programs to improve care provided to patients/families. Identify areas of learning need and provide information, refer to information sources, and/or assist the individuals or groups to increase skills.
16. Works in collaboration with faculty and nursing staff to provide on-going patient care and management
17. Is responsible for timely and accurate written documentation or dictation or patient care encounters/procedures.
18. Adhere and uphold the UWMF Mission, Vision and Values, and UW Health Service and Performance Standards.
19. Other duties and projects as assigned.

Procedures
1. Performs routine clinical procedures independently as outlined in practice agreements/scope of practice including, but not limited to, the following:
   • Colposcopy
   • Endometrial biopsy
   • Mole removal
   • Laceration repair
   • Fracture care

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

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<tr>
<th>JOB REQUIREMENTS</th>
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<tr>
<td><strong>Education</strong></td>
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<tr>
<td>Minimum</td>
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<tr>
<td>If Nurse Practitioner:</td>
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<tr>
<td>• Master’s or Doctorate’s degree from accredited Nursing Program</td>
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<tr>
<td>If Physician Assistant:</td>
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<tr>
<td>• Bachelor’s or Master’s degree from accredited PA Program</td>
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<tr>
<td>Preferred</td>
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<tr>
<td><strong>Work Experience</strong></td>
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<td>Minimum</td>
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<tr>
<th>Preferred</th>
<th>One year of clinical experience</th>
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#### Licenses & Certifications

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<th>Minimum</th>
<th>Preferred</th>
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**If Nurse Practitioner:**
- Active RN and APNP license in State of Wisconsin AND
- Active RN and APNP license in the State of Wisconsin
- Active board certification as a NP in Acute Care, Adult, Adult/Gerontology or Family Medicine

**If Physician Assistant:**
- Active PA license in State of Wisconsin AND
- Active PA board certification

**All Nurse Practitioner and Physician Assistant applicants must have:**
- Active DEA license or ability to apply for such license prior to or upon hire
- CPR certification and advanced life support certifications if relevant to practice area (ACLS, PALS, NRP)

#### Required Skills, Knowledge, and Abilities

- Extensive knowledge of physical assessment, differential diagnosis, pathophysiology, pharmacology and management of acute and chronic patient/family health problems
- Ability to care for acutely and chronically ill patients
- Excellent verbal and written communication skills
- Professional demeanor
- Ability to work as a member of a multidisciplinary team
- Ability to prioritize tasks

### AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

**Instructions:** Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

- Infants (Birth – 11 months)  
- Toddlers (1 – 3 years)
- Preschool (4 – 5 years)
- School Age (6 – 12 years)

- Adolescent (13 – 19 years)
- Young Adult (20 – 40 years)
- Middle Adult (41 – 65 years)
- Older Adult (Over 65 years)

### JOB FUNCTIONS

Review the employee’s job description and identify each essential function that is performed differently based on the age group of the patient.

### PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. **Note:** reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.

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<th>Physical Demand Level</th>
<th>Occasional</th>
<th>Frequent</th>
<th>Constant</th>
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<tr>
<td>Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.</td>
<td>Up to 10#</td>
<td>Negligible</td>
<td>Negligible</td>
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<td>X Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.</td>
<td>Up to 20#</td>
<td>Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls</td>
<td>Negligible or constant push/pull of items of negligible weight</td>
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<tr>
<td>Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.</td>
<td>20-50#</td>
<td>10-25#</td>
<td>Negligible-10#</td>
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<td>Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.</td>
<td>50-100#</td>
<td>25-50#</td>
<td>10-20#</td>
</tr>
<tr>
<td>Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.</td>
<td>Over 100#</td>
<td>Over 50#</td>
<td>Over 20#</td>
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List any other physical requirements or bona fide occupational qualifications:

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.