



JOB DESCRIPTION

Job title	<i>Nurse Practitioner</i>	FLSA Class:	<i>Exempt</i>
Department	<i>Medical Clinic</i>	Position Type:	<i>Full Time</i>

Job purpose

Chinatown Service Center (CSC) is a multi-service, community health center, which provides compassionate, multi-lingual, and culturally sensitive care to Chinatown, San Gabriel Valley, and beyond. Our mission is to provide outstanding services and advocacy that promote a better quality of life and equal opportunity for immigrants and other communities.

Under the Chief Medical Officer's supervision, the NP is responsible for providing high-quality patient care by utilizing his/her medical knowledge and patient care skills. Under the California Nurse Practice Act, the NP would perform primary health, pediatric and family planning services to patients. He/She is also responsible for conducting medical records audits and attending Continuous Quality Improvement (CQI) Committee meetings.

Duties and responsibilities

A. Patient Care

- Review patient files/records, including allergies, problems, medications, and immunization status.
- Elicits and records information about the 'patient's medical history.
- Examines patients for symptoms or physical information.
- Orders and executes various test analyses and diagnoses condition of the patient.
- Administers or prescribes treatments.
- Determines and prescribes medication, dosage, and schedule, given the patient's condition and allergies.
- Discusses any possible side effects of medication or immunization with patient and parent.
- Prescribes and administers vaccinations to immunize patients from communicable diseases.
- Promotes health by advising patients and parents about diet, hygiene, and methods to prevent diseases.
- Conducts patient's visits, including medical history, physical exam, diagnoses, and action plan.
- Follows up with patient regarding progress in high risk or emergency cases.



- Conducts physical examinations to provide the information needed for school admission, consideration for jobs, or eligibility for insurance coverage.
- Dispensing medications to patients as needed.

B. Program Evaluation and Quality Management

- Document reports under guidelines according to legal, medical, and clinic protocols.
- Assist management in drafting patient education materials.
- Analyze and recommend changes in medical procedures, protocols, and policies.
- Provide training to staff in medical procedures and protocols.
- Oversee the quality control checklist to ensure it is updated and accurate.
- Attend weekly clinic staff meetings, committee meetings, and other department meetings.
- Maintain the necessary educational requirements for the NP license.
- Attend workshops and training sessions as appropriate and as required.
- Available to participate in any clinic outreach activities or agency-wide events, as requested.
- Prepare and provide health education as needed.

C. HIPAA Compliance and Safety

- Maintain the privacy of all patient, employee, and volunteer information and access such information only on a need to know basis for business purposes.
- Comply with all regulations regarding corporate integrity and security obligations by reporting unethical, fraudulent, or unlawful behavior or activity.
- Maintain current knowledge of policies and procedures as they relate to safe work practices.
- Follow all safety procedures and report unsafe conditions.
- Use appropriate body mechanics to ensure an injury-free environment.
- Be familiar with the location of the nearest fire extinguisher and emergency exits.
- Follow all infection control procedures, including blood borne pathogen protocols.
- Respond promptly and with caring actions to patients. Acknowledge psychosocial, spiritual, and cultural beliefs and honor these beliefs.
- Maintain a professional working relationship with all levels of staff, clients, and the public.
- Be part of a team and cooperate in accomplishing department goals and objectives.

D. Other duties as assigned.

Qualifications

- Certified as a Nurse Practitioner in the State of California.
- Proven work experience in Primary Care, Pediatrics or Urgent Care.



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Chinatown Service Center

- Current Furnishing number.
- BLS/CPR Certified
- DEA – X Waived - Preferred
- Must demonstrate continued proficiency by taking continuing education courses relevant to patient needs and clinical privileges utilized at CSC.
- The standardized protocol is according to the education/certification focus approved by the Chief Medical Officer and Supervising Physician.
- Bilingual in English and Spanish or Mandarin/Cantonese preferred
- Experience in Pediatrics Preferred

Direct reports

CMO