

**ALAMO NAVAJO SCHOOL BOARD, INC.  
POSITION DESCRIPTION**

**TITLE:** Nurse Practitioner

**EMPLOYMENT TERM:** 12 month – full time

**DIVISION:** Health Services

**DEPARTMENT:** Primary Care

**EXEMPT/NON-EXEMPT:** Exempt

**FUNDING SOURCE:** IHS Contract

**QUALIFICATIONS:**

1. Minimal qualifications: Graduation from an accredited training program for Nurse Practitioner (i.e., approved by the Committee on allied Health Education and Accreditation of the American Medical Association) with a baccalaureate degree.
2. Successful experience in an outpatient Nurse Practitioner position elsewhere, including graduate school or summer internship.
3. Preferred qualifications: possession of certificate by the National Commission on Certification of Nurse Practitioner.
4. Good working knowledge of appropriate inter-personal professional interaction with Indian clients.
5. Successful supervision of the Health Care Workers.
6. Good working knowledge of IHS Public Health Outpatient Care program and knowledge of tribal Contracts under P.L. 93-638 as amended.
7. Reciprocity is maintained by New Mexico
8. DEA certificate – CPR
9. Some knowledge of the Navajo language.

**INDIAN PREFERENCE:** Preferential consideration for employment will be given to persons of documented Navajo, American Indian or Alaskan Native tribal membership, who meet the qualifications above in accordance with the requirements of P.L. 93-638f and the Navajo Tribal Code.

**ADDITIONAL PREFERENCE:** Possession of a Master’s Degree from a recognized and accredited institution

**SUPERVISED BY:** Medical Director

**SUPERVISES:** None

**PAY RANGE:** Grade Level P on the ANSB General Salary scale.

**WORKING HOURS:** 8 to 5 PM different if approved by Medical Director, eligible for compensatory time leave.

**LUNCH HOUR:** Usually 12 to 1 PM or as approved by Medical Director

**POSITION GOAL:** Assist Physician in the patient care of the Alamo population, be able to treat patients and seek consultation if necessary.

**DUTIES AND RESPONSIBILITIES:**

1. Review health summary of clients of Alamo Navajo Clinic
2. Perform history and Physical Examinations in children and adults
3. Provide counseling to clients
4. Prescribe and dispense adequate medicines to clients
5. Provide Preventive Medicine to clients, including vaccination
6. Participate in Diabetes care management
7. Maintain Professional License and DEA license – CPR
8. Active participation in clinic meetings and discussion
9. Order lab tests and interprets results as needed to complete a medical work up.
10. Completes a formal written assessment and plan of action, including problem checklist, referrals therapy and medications prescribed.
11. Enters all above in permanent medical records for each patient seen. Updates medical records as needed.
12. Performs follow up chart review of all patients, including patients not keeping follow up appointments, and takes such action to re-contact and reschedule as in medically indicated.
13. Consult with Supervisor in difficult or non-routine cases and refers patients to providers in and outside the clinic as necessary.
14. Treat minor trauma and lacerations according with practice skills, other cases should be consulted with supervisor or referred to providers out the clinic.
15. Provides emergency medical care as needed, including CPR.
16. Participates in QA programs and will assist Medical Director in the implementation of these programs.
17. Maintain and transmits medical records and information in compliance with the privacy act.
18. Will keep all private information locked, and return all medical records to office at the end of the day
19. Coordinates scheduled services, lunch, vacations, and compensatory time with those of other medical personnel at the Alamo Clinic, in order to provide maximum coverage of clinic service hours.
20. Assists on request, in the development of community health plans, programs and services, in order to promote appropriate use of medical resources by Alamo residents.
21. Maintains effective, cooperative working relationships with other Alamo Health Services personnel.
22. Maintains appropriate and professional relationship with clients and other clinic personnel.
23. Will participate in CME programs to keep license requirements and clinic needs.
24. Performs other duties as may be assigned by the supervisor.
25. Will be evaluated yearly by supervisor in accordance with the ANSB policies and procedures.

**SPECIAL CONDITIONS:**

1. This is a child sensitive position subject by law to fingerprinting and a criminal/character Background investigation.
2. New employees in this position are required to provide evidence of current TD, MR, and PPD or chest x-ray status; the clinic can provide these and the Hepatitis B series (optional) at no charge if the employee cannot produce evidence of them.
3. Pursuant to resolution #R81029, the Employee is authorized by the Board to provide services to non-Indians living within or near the Alamo Navajo community on a fee-for-service or third party payment basis, provided that provision of such service does not interfere with the primary responsibility of the Alamo Navajo Health Center to meet its service obligations to Alamo Navajo community members and other eligible Indian beneficiaries.
4. The Employee is deemed to be an employee of the Federal government while performing work under the Board's Indian Self-Determination Agreement for purposes of Federal Tort Claims Act coverage. This status is not changed by the source of the funds used to pay the Employee's salary and benefits unless the Employee receives additional compensation for performing covered services from anyone other than the Board. The Employee's status for Federal Tort Claims Act purposes is also not affected by the provision of services to non-IHS beneficiaries.
5. The Board's designated tort claim liaison with the Federal government is the Executive Director. Any tort claim (including any proceeding before an administrative agency or court) filed against the Employee or the Board that relates to performance under this position description, the employment contract and the Board's Indian Self-Determination Agreement, should be reported immediately by the Employee to the Executive Director so that notification can be made to the Secretary of the Department of Health and Human Services pursuant to 25 Code of Federal Regulations 900.188.

**EVALUATION:** Will be evaluated in accordance with the Alamo Navajo School Board, Inc. policies and procedures.

Board Approval: **12-22-11**

**CERTIFICATION**

"I have carefully reviewed the above description of the qualifications, duties and responsibilities of this position and certify acceptance of this description as complete and accurate."

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date