



Quartz Valley Indian Reservation

Position Description

Job Title: Family Nurse Practitioner or Physician Assistant

Department: Medical

Primary Location: Anav Tribal Health Clinic

Classification: Exempt

Reports to: Medical Director

Salary: DOE

Primary Purpose

Shall work under the supervision of the Medical Director, to provide primary care to program patients. Shall assist with medical staff supervision and training. Shall work as a team leader and shall monitor all organization-wide performance improvement activities and shall serve as a member of the Continuous Quality Improvement Committee. Shall be required to attend Anav Tribal Health Board meetings as directed.

Essential Functions

1. Shall competently provide Direct primary care services to program patients.
2. Displays age-specific competence working with:
 - Infants
 - Toddlers
 - Preschool
 - School Age
 - Adolescents
 - Early Adult
 - Young Adult
 - Middle Adult
 - Geriatric
 - Women's Wellness
3. Shall appropriately review the medical policies and procedures manual annually and make recommendations to the Medical Director,
4. Shall proficiently monitor organization-wide performance improvement activities as a member of the medical team.
5. Shall efficiently follow guidelines for reporting as required by Federal, State, local, and Tribal regulation or laws.
6. Shall appropriately provide medical advice to Committees i.e. Managed Care, Medical Records, Continuous Quality Assurance, etc.
7. Shall competently assist the Medical staff in the development and training of educational programs for staff and patients.
8. Shall sufficiently record patient visits in timely manner utilizing the SOAP format.
9. Shall capably consult as appropriate with the Medical Director to ensure the delivery of quality healthcare.

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10. Routine duties shall include providing medical services, and other healthcare-related services in homes, schools, clinics, job sites, and other community locations within the Anav Tribal Health Clinic's service area.
11. Shall be available local and out of the area travel as required for job related training and shall attend all required meetings and functions as requested.
12. Is courteous in accepting other job duties as assigned.

Competencies

Education

1. Must be currently licensed with the California State Board of Registered Nursing or Medical Board of California. Must be certified as a Family Nurse Practitioner or Physician Assistant. National Certification preferred. Master's Degree required for Nurse Practitioner applicants.

Experience

1. Must have a minimum of one (1) year experience as an FNP or PA.
2. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
3. Must function according to standing orders developed in consultation with the Medical Director.
4. Must provide documentation of immunity to measles, rubella and/or become immunized with the recommended vaccines, including Hepatitis B. Must test annually for TB.
5. Must adhere to confidentiality and HIPAA policies.
6. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

Proficiencies

1. Demonstrates the ability to work effectively with native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.

Other Requirements

- Must be able to pass background check.
- Must adhere to Tribal drug and alcohol policy, including pre-employment drug and alcohol screening.
- Must have a valid driver's license and insurable under the Tribe's insurance policy.

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Receipt and Acknowledgment

- The contents of this job description are job requirements, and, at this time, I know of no limitations that would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements are subject to change.
- Acceptable job performance includes execution of essential functions while maintaining professional conduct and compliance with all QVIR polices, including, but not limited to: QVIR Personnel, Travel, Fiscal, and Purchasing Policy.

Indian Preference:

In accordance with CFR 25, Part 276 and in accordance with Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies will be given to qualified American Indian candidates.

Veteran Preference:

In accordance with QVIR Personnel Policy, applicants with documented Veteran status (such as DD-214) will be given preference in filling vacancies.

For questions regarding this position description, including applications, please contact Quartz Valley Indian Reservation Human Resources at 530-468-5907 or humanresources@qvir-nsn.gov

Employee signature below constitutes employee's understanding of the essential functions, competencies, and requirements of the position.

_____	_____	_____
Print Name	Signature	Date

Approved

_____	_____	_____
Business Council or Health Board	Signature	Date