



Job Title: Advanced Practice Provider (PA)

Reports to (Title): Advanced Practice Provider Liaison, Chief Administrative Officer, and the practice President as needed for practice review and support. A collaborating physician/nurse practitioner prescriptive agreement is required for the first year of full-time practice for new graduate PA-C.

Approved by: Chief Administrative Officer

Date Created: 2018

Overtime Status: Exempt

Position Purpose: An exempt position responsible for providing general surgery services, including completing history and physical examinations, conducting consultation appointments, assessing, diagnosing, ordering and interpreting laboratory tests, prescribing, treating, assisting in the operating room, and educating patients to provide quality holistic inpatient and outpatient surgical care. Must be able to perform the professional, clinical, and technical competencies in the surgical department. Works independently and in collaboration with physicians, advanced practice providers, and clinical and administrative support staff in a team-based approach to patient care.

Description of work week: No holidays or weekend coverage required. 40-50 hours per work week. Monday through Friday, hours may flex based on clinic/OR/hospital rounding for the week.

Job Responsibilities and Accountabilities:

- Assist in OR, round on hospitalized patients, and perform new consultations.
- Perform unaided minor procedures, including removal of drains, staples, sutures, debridement, and complex wound management.
- Collaborate and communicate with referring provider, patient's family, and surgeon regarding patient care plan, including the discharge planning process.
- Assist in management of post-operative and critically ill patients.
- Complete clinically appropriate, concise, timely documentation of visits in patient chart, including consultations, history and physicals, progress notes, and discharge summary.
- Conduct preoperative planning and optimization in outpatient and inpatient settings.
- Actively involve patient in postoperative and discharge planning.
- Provide culturally and linguistically appropriate education and counseling to patients and their families/caregivers.



- Order and coordinate home care, hospice, transitional care or long-term facility care, and patient transfers to other health care facilities as appropriate.
- Deliver outpatient preoperative and postoperative follow-up care in clinic setting.
- Conduct preoperative optimization appointments to assess patient readiness for surgery and care planning for optimal surgical outcomes.
- Initiate care plans for patients and provide goal-oriented management of comorbid conditions to reduce hospital stay, readmissions, and postoperative complications.
- Place special focus on the geriatric patient population, patients undergoing major abdominal operations, or surgery involving an anastomosis.
- Conduct outpatient wound care assessment and treatment plan.

Continuous quality improvement in the delivery of general medical/surgical care

- Strive to provide quality, cost-effective, patient-centered care.
- Coordinate and enhance care between pre-hospital, hospital, and post-hospital care through the collaboration of facilities and providers.
- Improve communication and collaboration between primary care providers in collaborative groups, including GI specialists, breast cancer treatment groups, oncology groups, and hospital staff.
- Participate in patient case review opportunities and Quality Assurance, Process Improvement meetings.
- Participate in activities that contribute to the education of other healthcare professionals including presentations, publishing, and ongoing education of other healthcare professionals.
- Advance practice through continual education opportunities and updated evidence-based practice guidelines.

Compliance:

- Recognize and comply with legal regulatory, accrediting, and procedural requirements related to area of responsibility
- Protect patient and team member privacy and only access patient and/or team member-related information as needed to perform job duties
- Report violations or areas of concern to supervisor or Corporate Compliance Officer via established methods of communication

Expectations:

- Perform efficient time management to achieve expected productivity.
- Maintain patient and organizational confidentiality.
- Provide detail-oriented, safe, evidence-based patient care.



- Attend Quality Assurance Performance Improvement monthly meeting and regular Advanced Practice Provider meetings.

Working conditions and physical demands: This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the company reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed.

Basic Qualifications:

Position/Title: Advanced Practice Provider (NP or PA)

Educational Requirements: Degree and certification from an accredited graduate education program for Nurse Practitioner or Physician Assistant. Current, unrestricted Minnesota license to practice as a Nurse Practitioner or Physician Assistant. Current Controlled Substance Registration Certificate from the Drug Enforcement Administration.

Credentialing: Expenses that are covered include License, DEA, and hospital facility fees.

CME Activities: \$1,000 for CME events with five paid days regarding CME activities will be allowed annually between January through December each year to attend CME activities. It is at the discretion of administration to approve or deny the request. If the dollars and days are not used annually, they are lost.

Prior Work Experience: Once certified and licensed, no additional experience is required, however, direct care of general surgery and bariatric patients is preferred. One year full-time collaborative prescription agreement required for newly practicing APRN.

Special Knowledge or Skills:

- Strong interpersonal problem-solving, verbal, and written communication skills.
- Ability to simultaneously handle multiple projects and responsibilities.
- Ability to maintain confidentiality.
- Strong work ethic and excellent attention to detail.
- Ability to coordinate work effort to enhance the performance of surgeons and other clinic/hospital staff.
- Maturity and professional appearance.
- Independent learner.
- Self-motivated.
- Flexible to change and improvement processes.



Physical Activities

Amount of Time

Place an X to indicate the amount of time spent on the following physical activities	None	Under 1/3	to 2/3	Over 2/3
Stand				X
Walk			X	
Sit		X		
Drive		X		
Use hands to finger, handle, or feel			X	
Reach with hands and arms			X	
Bend			X	
Twist or turn			X	
Climb (steps) or balance		X		
Stoop, squat, kneel, crouch, or crawl		X		
Talk or hear			X	
Carry		X		
Lift		X		
Push or pull			X	
Taste or smell		X		
Other	X			

Vision

Place an X to indicate whether these vision requirements apply.	Yes	No
Close vision (clear vision at 20 inches or less)	X	
Distance vision (clear vision at 20 feet or more)		X
Color vision (ability to identify and distinguish colors)		X
Peripheral vision (ability to see an area up and down or left and right while eyes are fixed on a given point)	X	
Adjust focus (ability to adjust the eye to bring an object into sharp focus)	X	
Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)	X	
Other	X	



Weight Lifted/Force Exerted

Amount of Time

Place an X to indicate the amount of time spent lifting weight or exerting force.	None	Under 1/3	to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			
Other	X			

Environmental Conditions

Amount of Time

Place an X to indicate the amount of time spent exposed to these environmental conditions.	None	Under 1/3	to 2/3	Over 2/3
Blood and bodily fluids				X
Hazardous materials other than blood and bodily fluids			X	
Biohazards (bacteria, fungi, viruses)			X	
Toxic, caustic, or poisonous substances		X		
Communicable diseases		X		
Radiating (ionizing, laser, microwave)		X		
Chemicals		X		
Wears protective clothing/equipment			X	
Other	X			