



DATE ISSUED: 04/10

FLSA: Exempt

PTO: VCS

JOB DESCRIPTION

TITLE

Mid-Level Medical Provider

JOB SUMMARY

This position is responsible for providing primary patient care as part of a health care team in the Texas Woman's University Student Health Center. Responsibilities include patient education and counseling as well as physical assessment, diagnosis, and laboratory testing. Work is performed under the protocol and supervision of a qualified and licensed physician and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Student Health Services/Physician

Supervises: Supervises clinic staff when physicians are absent

Precepts: Student Nurse Practitioners

PRIMARY DUTIES - May include, but not limited to the following:

Works with physicians, nurses, and other staff as part of a primary health care team.

Identifies health needs of individuals through systematic assessment utilizing professional skills, health history, physical evaluation, laboratory tests, and other diagnostic tools.

Develops and records a plan of care to meet individual needs which acknowledges the individuals' priorities.

Participates in educational programs to prevent illness and promote, maintain, or restore health.

Orients, teaches, and supervises subordinate nursing staff.

Participates in health promotion efforts.

Provides relevant and approved health instruction.

Applies epidemiological methods for disease control.

Participates in case conferences with physicians.

Prescribes medication as appropriate.

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Performs laboratory tests as appropriate.
Performs developmental screening of patients.
Refers patients to specialized physicians for non-routine or difficult procedures.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Nurse Practitioners will require a Master's degree in Nursing, graduation from an accredited school of nursing, current Texas R.N. license and appropriate nurse practitioner certification as recognized by Texas State Board of Nurse Examiners, and national board certification as a Nurse Practitioner in Family or Adult Health. Physician Assistants require graduation from an ARC-PA accredited Physician Assistant Program, NCCPA certification, and Texas Physician Assistant license.

EXPERIENCE

Two years experience as a Family Nurse Practitioner or a Physician Assistant. Demonstrated ability to perform the skills required to function as a Nurse Practitioner or a Physician Assistant in the TWU Student Health Center. Experience with women's health care and treatment of mental health issues essential.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Ability to diagnose and treat a wide variety of primary care medical conditions.
Ability to diagnose and treat mental health conditions with appropriate follow up.
Ability to diagnose and manage chronic health care problems.
Ability to diagnose and treat a wide variety of conditions in women's health care including conducting annual exams and contraception management.
Working knowledge of office practices and methods.
Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to communicate effectively orally, by phone, in person, and in writing.

Ability to represent the department and University in a friendly, courteous, and professional manner.

Ability to respond to emergency situations in a timely manner.

Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye. May be exposed to infectious waste, diseases, conditions, etc., including exposure to the HIV and hepatitis B viruses.

WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors. The noise level in the work environment is low to moderate. The employee may be required to travel. The employee handles hazardous chemicals in the laboratory. The employee will be required to wear all appropriate safety equipment including but not limited to eye protection, gloves, and lab coat. This particular task involves chemical hygiene biological safety; hazardous wastes; and blood pathogens.

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.