

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612



Job Code: 3990
Grade: FF
FLSA: Exempt

Standard Job Description

Job Title
APN-Nurse Practitioner

Department
Ambulatory & Community Health Network
General Medicine Clinic

Job Summary

The Nurse Practitioner (NP) is an independent advanced practice nurse by license and training who supports the ambulatory practice enterprise by performing the following:

- **Direct Care:** Provides interim care for the patients of Physician Providers. This includes interval management of ongoing health conditions, walk in care for minor acute care problems and facilitation of medication refill services for patients.
- **Telephone Based Care:** Triage patients per telephone to determine if patients require walk-in, urgent, emergent, medication refill, or telephone advice services. Delivers appropriate patient care based on independent decision making according to defined triage protocol. Collaborates with clinic Physicians when needed to facilitate the best care for patients.
- **Preventive Services:** Assists in facilitating health maintenance and wellness through preventive screening and education as directed by clinic Physicians.
- **Patient Education:** Participates in updating and upgrading patient education materials as directed which requires the ability and/or experience to facilitate patient education sessions for patients with common conditions.
- **Tracking:** Tracks, monitors and addresses abnormal diagnostic test and critical labs.
- **Performs other Duties as Assigned**

This position is exempt from Career Service under the CCHHS Personnel Rules.

Typical Duties

- **Assesses** referred patients in the Fantus GMC/Anti-coagulation Clinic. Orders and reviews tests, formulates treatment plan and meet with patients/families/providers to inform them of management plan.
- **Documents** all encounters with patients in the electronic medical record and communicates diagnoses and treatment recommendations to appropriate staff.
- **Maintains** active licensure with the State of Illinois and maintains active credentials with the Cook County Health and Hospital System. Engages in Ongoing Provider Performance Evaluation within the Department.
- **Attends** required meetings and participates in assigned committees. Participates in necessary peer review and quality assurance activities.
- **Performs** other duties as assigned.

Reporting Relationships

Reports to the Medical Director

Minimum Qualifications

- Licensed as a Registered Professional Nurse in the State of Illinois.
- Licensed as an Advanced Practice Nurse-Nurse Practitioner in the State of Illinois.
- Current Illinois Practice Act Prescriptive Authority.
- Master's Degree in Nursing from an accredited school of nursing.
- Certification by a nationally recognized body as designated by the rules and regulations of the Nurse Practice Act.
- Two (2) years of full-time nursing experience in an ambulatory setting providing care for adult patients
- Previous full-time nursing work experience in a specialized clinical nursing area.
- Active Cardiopulmonary Resuscitation (CPR) Certification

Preferred Qualifications

- Bilingual skills in English and Spanish

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of age-specific and culture-specific differences in the target population, including physiological, psychological, cultural and developmental differences in each group.
- Knowledge of all applicable departmental, Cook County, state and federal regulations regarding patient care.
- Proficiency in Microsoft office products (Word, Excel, PowerPoint, Access).
- Strong analytical and problem solving skills needed to coordinate work flow.
- Strong interpersonal skills; ability to establish positive working relationships and to communicate effectively.
- Strong written and verbal communication.
- Demonstrated ability to work independently and follow directions.
- Ability to assess information, apply critical thinking to determine course of action and relay this information to patients families and clinical staff.
- Ability to provide clear and concise documentation regarding patients and to maintain this information in a confidential manner.
- Ability to communicate in a confidential and HIPAA compliant manner.
- Ability to maintain appropriate professional boundaries with all staff, trainees and patients at all times.
- Ability to demonstrate respect and sensitivity for cultural diversity, gender differences and sexual orientation of patients and coworkers.

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.

Approval: Sharon Irons, MD 9/13/2016
Sharon Irons Date
Attending Physician Sr VIII-SC

Approval: _____
Gladys Lopez Date
Chief of Human Resources