

**AROOSTOOK BAND OF MICMAC INDIANS**  
**MICMAC HEALTH DEPARTMENT**  
POSITION DISCRIPTION

**TITLE:** Deputy Director Nurse Practitioner

**CLASSIFICATION:** Salaried/Exempt

**IMMEDIATE SUPERVISOR:** Health Director

**NOTE:** The following includes data on essential job functions, as well as physical, mental, academic and experiential requirements for the job defined herein. The description is meant to serve interviewers, applicants, directors, and incumbents as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility as described herein. Some aspects of this portion may change over time, according to the Tribe's needs, which changes may not be reflected herein.

**SUMMARY OF POSITON:** The Deputy Director Nurse Practitioner (FNP)/Primary Care Provider is responsible for the direct and comprehensive primary, preventive and therapeutic medical and nursing care across the patient life span i.e., geriatric, adult, adolescent, pediatric and infant patients and their families of the Micmac community. The FNP will work autonomously as the solo provider in the facility performing most assignments independently and is self-directed with considerable latitude in the performance of duties; seeking guidance of a general physician as needed. The FNP resolves most conflicts and uses individual judgment and clinical judgment skills to develop new procedures, practices and approaches to care for patients.

**EDUCATON (AND PERTINENT EXPERIENCE):** Officially accredited to practice as a Family Nurse Practitioner (FNP) by AANP or ANCC with a minimum of five years' experience.

**LICENSES OR CERTIFICATIONS:** Must possess current and valid unrestricted Maine license (or eligible for) from the State Board of Nursing for Advanced Nursing Practice. Meet all state requirements and obtain valid Prescriptive Authority and Drug Enforcement Agency (DEA) licensure. Be BLS certified and possess a valid driver's license, and access to a private vehicle for day-to-day job performance.

**SKILLS/KNOWLEDGE/ABILITIES REQUIRED:** Demonstrated ability to plan, coordinate, implement, monitor, and evaluate program activities to ensure efficient, proficient, and impacting program performance. Knowledge in Federal regulations pertaining to Community (Public) Health Nursing. Self-directed/motivated. Ability to work both independently, as well as part of a team. Ability to

maintain accurate and current client records. Excellent oral and written communication skills, including possessing computer literacy. Possess strong supervisory skills.

**WORKING CONDITIONS:** Regular office environment. Requires some outreach in the client's home. Will be required to travel throughout Aroostook County utilizing any agency vehicles available, or personal vehicle. Will also travel throughout the State of Maine and out-of-state, approximately 5%.

**FUNCTIONS/TASKS:** Conducts a health and developmental history from the patient and/or family member and performs a physical examination using palpation, percussion, auscultation, observation skills, using appropriate diagnostic instruments.

Orders and/or performs screening and diagnostic tests and procedures (lab studies, x-rays, electrocardiograms, audiograms, pulmonary function tests, etc.) Interprets test results and analyzes all collected data, discriminates between normal and abnormal findings to identify all stages of physical, emotional or mental problems, and prioritizes health care needs; i.e. formulates a problem list. Timely documentation of data, patient assessment and care plan in acceptable form in the electronic medical record.

Makes diagnosis and decisions concerning medical and nursing care needs of the patient, formulates and implements a plan of care which may involve various treatment modalities, prescribes medications, and consults with other health care providers. Provides surveillance of medical regimens for stabilized chronically ill persons, recognizing when to refer the patient to a physician or other specialists.

Identifies and manages both minor and serious acute and chronic illnesses (e.g.. cough colds, upper respiratory infections, venereal diseases, hypertension, tuberculosis, heart disease, diabetes etc.) in accordance with established standards of medical care and approved clinical privileges.

Performs minor surgical and invasive procedures i.e., suture of lacerations not involving nerves or tendons, incisions and drainage of abscesses, insertion and/or removal of birth control, joint injections, toenail removal, skin biopsy and freezing of warts.

Provides direct physical and psychological care in emergencies and in the presence of illness or disability in order to maintain life, provide comfort, reduce stress and to enhance the patient's coping ability.

Identifies components of the nursing regimen that maybe delegated to nursing and allied nursing personnel.

Provides health care and preventative services to healthy individuals, including guidance in nutrition, illness, prevention, accident prevention, growth and development.

Prescribes medications as delineated in the approved clinical privileges for a variety of symptoms and illnesses. Monitors the effectiveness of medications, adjusts medication dosages as appropriate to the patients response.

Assesses, plans and is involved in meeting the health needs of community and group health needs, taking into consideration socio-economic, epidemiological and cultural influences. Develops and conducts health education classes and/or specialty clinics such as immunization, well-baby, nutrition, pre-natal care, parenting, women's health, men's health, adolescent health or employee health. Adapts educational material/methods to meet the audience/patient level of understanding. Teaches and counsels patient and family on disease prevention and health maintenance techniques. Promotes responsible behavior and implements plans to further enhance patient/family understanding of medical problems.

Contributes with other health professionals to develop treatment protocols, standards of practice and policies. Participates in ongoing quality improvement activities, including audits, chart review, development of review criteria, development of plans for improving performance and evaluation of effectiveness of actions in improving performance.

Conducts in-service programs for clinic staff and other health care providers i.e. Community Health Representatives, school nurses) in the community. Consults with other health providers regarding health care issues and complex medical problems. Serves as a preceptor for nurse practitioner students scheduled to perform clinical rotations in the clinic or community setting.

Performs supervisory and management duties as well as serve as the technical director for the clinic, subordinate primary health care providers and support staff, as assigned.

Maintains and improves professional knowledge and skills by participating in seminars, accredited home study, in-service education, etc.

Maintains current clinical competence in accordance with licensing requirements through self-study, review of professional journals and tapes, etc.

Ensures that all ABM and IHS reporting requirements relative to assigned duties occur on time.

Reviews Privacy Act and signs Statement of Confidentiality. Reviews, and adheres to, HIPPA rules and regulations. Monitors and enforces compliance of staff with all applicable rules and regulations governing the privacy and confidentiality of patients, Health Department and IHS data and information.

Reviews ABM Personnel and Fiscal Policies and conducts activities in accordance to those established policies.

All other duties as assigned by supervisor.

**KNOWLEDGE:** Incumbent must have knowledge of the wide range of professional nursing and nurse practitioner principles, concepts, practices and procedures applied in order to provide therapeutic health care to individuals and community groups.

Knowledge of physical and psycho-social assessment and history taking skill i.e. palpitation, percussion, auscultation, listening and observation in order to perform and complete physical examinations. Ability to interpret diagnostic tests and procedures and to analyze data in order to discriminate between normal and abnormal findings, community results and to identify early stages of serious physical, emotional or psychological problems, make a diagnosis, and to implement or modify treatment.

Ability to assess and treat both minor and serious illness and health status such as respiratory infections, lacerations, fractures, pregnancy, urinary tract infections, trauma, etc.

Knowledge of prevention and health maintenance measures, disease control activities, and early identification of disease in order to provide health maintenance education to individuals and community groups.

Knowledge of customs, socio-economics, medical anthropology and special health problems such as substance abuse, physical abuse, malnutrition, endemic disease of the population served.

Knowledge of public health principles and issues, health care systems and community-based resources in order to work cooperatively with community groups and leaders to provide quality health care.

Knowledge of and ability to treat most chronic health problems such as hypertension, diabetes, obesity, cardiovascular disease, substance abuse and nicotine addiction.

Ability to counsel and teach healthy and ill individuals, families and groups on preventative care and health care maintenance i.e., common nutrition, common illnesses and growth and development through the life span.

Ability to recognize the need for and provide emergency medical treatment for conditions such as cardiac arrest, shock, hemorrhage, overdose, and respiratory failure.

Ability to provide technical direction to nursing staff, ancillary staff and other health care providers.

Knowledge of federal, state and local laws and regulations governing the nurse practitioner, agency policy and medical principles in order to develop appropriate plans of care within the scope of nurse practitioner practice.

Knowledge of accreditation requirements such as the Accreditation Association for Ambulatory Health Care (AAAHC) or Joint Commission.

**WORKING CONDITIONS:** Work is performed in an ambulatory health care center or community setting where exposure to infections and communicable diseases is common. Requires the wearing of specialized protective equipment to prevent exposure to blood and body fluids.

Exposure to all kinds of weather and/or outside climate is necessary to perform clinical assignments away from the duty station. The work may include a certain amount of exposure to hostile and emotionally disturbed patients, families and visitors. Reasonable accommodations may be required to enable individuals with disabilities to perform the essential functions.

The work involves walking, sitting, standing, reaching and bending in the assessment and treatment of patients. Lifting may involve moving patients or equipment that may weigh over 50 pounds (up to 250 pounds with assistance of another person). There is considerable walking and driving/riding which maybe on rough, poorly repaired roads in the visiting homes, schools and communities. The incumbent may be required to work more than 8 hours per day.

### **Notice of Standard Work Conditions of Employment**

This Scope of Work/Position Description in no way implies that the responsibilities and tasks are the only responsibilities and tasked performed by the Deputy Director Nurse Practitioner occupying this position. S/he will be required to follow any other instructions necessary to perform any job-related duties as required by his/her immediate supervisor.

Requirements stated herein are minimum levels of knowledge, skills, and/or abilities, to qualify for this position. To perform the scope of work, duties, and responsibilities of this position successfully, the incumbent will possess the abilities and aptitude to perform each task proficiently. "Ability" means to possess and apply both knowledge and skills.

All employment decisions, including promotions, transfers, and others, are based on meeting all requirements herein, on tribal need, the employee being in good standing (including the lack of disciplinary actions), meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modification to reasonably accommodate individuals who pose a direct threat of significant risk of health and safety of themselves and/or others.

**THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. WE REAMIN AN "AT WILL" EMPLOYER.**

**PREFERENCE WILL BE GIVEN TO NATIVE AMERICAN APPLICANTS.**

**Open until filled**

