



## JOB DESCRIPTION

**JOB TITLE:** Nurse Practitioner  
**EXEMPTION STATUS:**  X  Exempt   Non-Exempt  
**REVISED DATE:** August 2021

**SUMMARY:** Under supervision of a physician, the Nurse Practitioner is responsible for delivering care to patients in either an inpatient or outpatient setting; serving as liaison with the medical community; and making referrals to physicians; while being friendly, courteous, and empathetic to the patients and all parties involved with and in their care.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Perform assessment, by obtaining patient medical and social histories, and, by performing diagnostic testing and taking vital signs.
- Evaluate signs and symptoms of patient.
- Interpret and evaluate diagnostic tests and laboratory results.
- Initiate treatment and manage patient treatment plans for acute and chronic illnesses.
- Monitor and review patient care and treatment plans, which may include nutrition and exercise plans.
- Provide training and clinical support of health clinic personnel.
- Promote health education and wellness.
- Supervise and/or administer required tests, immunizations, injections, and medications.
- Establish and revise written medical protocol in collaboration with physicians.
- Attend staff meetings and serve on committees as needed.
- Participate in the teaching of medical students, residents, and other students.
- Participate in quality assurance activities.
- Refer patients to physicians or other health care providers and facilities as needed and monitor outcome of the referral.
- Consult and collaborate with other professionals as needed.
- Provide on call coverage for evenings and nights as needed.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

**EDUCATION AND/OR EXPERIENCE:** Bachelor's degree in nursing and successful

completion of a nurse practitioner program at the master level. Currently licensed in the State of Tennessee as an RN, and ANCC certified as a nurse practitioner in a specialty area. Certified or eligible for certificate of fitness in the State of Tennessee

**LANGUAGE SKILLS:** Ability to read, analyze, interpret, and comprehend instructions (whether written or verbal), correspondence, professional journals, and technical procedures, and government regulations. Ability to compose correspondence, documentation, reports, and procedures. Ability to effectively present information and respond to questions in one-on-one and small group situations, to third parties, physicians, and other employees of the organization, whether in person or on the telephone. Ability to respond to inquiries in a manner that the respondent can comprehend. Ability to respond effectively to the most sensitive inquiries, complaints, and situations.

**MATHEMATICAL SKILLS:** Ability to work with mathematical concepts such as probability and statistical inference. Ability to calculate and apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and solve practical problems with an extensive variety of information that deals with several abstract and concrete variables. Ability to apply common sense, good judgment, and problem solving skills in difficult situations.

**OTHER SKILLS AND ABILITIES:** Ability to establish and maintain an effective working relationship with faculty members, students, residents, staff, patients, and other third parties. Ability to operate computer, keyboard, and printers. Ability to concentrate under high demands and listen effectively. Ability to organize tasks; work as a team member and independently using Nurse Practitioner skills with a variety of professional disciplines. Knowledge of ICD-9 and CPT coding. Convey a professional and positive image and attitude.

**WORK ENVIRONMENT:** The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job within a standard medical office setting or outpatient setting.

The noise level in the work environment is usually moderately noisy. Exposure to communicable disease, blood, body fluids, hazardous chemicals, and sharp instruments. Exposure to injury from patients and 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 is regularly required to stand, walk, sit; use hands and fingers to handle or feel objects; reach with hands and arms; and talk or hear at normal ranges within the setting. The employee is occasionally required to climb or balance.

The employee must occasionally lift, carry, and/or move more than 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus. Rapid mobility may also be required on occasions.

May work in high stress direct patient care areas. Stress levels may be high due to frequently dealing with life and death situations, physicians, families, and other healthcare providers. Demands high levels of concentration and the ability to work in emotionally charged situations.

**DISCLAIMER:** The above statements and performance expectations are intended to describe the general nature and level of work by individuals assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, skills, and abilities required by personnel so classified.

I have received information regarding ETSU Physicians & Associates Policies and Procedures and understand how to access them on-line.

I understand and agree that in the performance of my duties as an employee of ETSU Physicians & Associates, I must hold information of a confidential nature in the strictest of confidence. I must not use or disclose any Protected Health Information other than as permitted by HIPAA requirements. I understand that any violation of the HIPAA policies may result in disciplinary action, which may include termination.

Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or ETSU Physicians & Associates may terminate employment at any time, for any reason.

**By signing below, I acknowledge that I have reviewed this job description and will comply to the best of my ability.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Date