

**Title:** Advanced Practice Clinician  
**Department:** Medical  
**Supervised:** None  
**Reports To:** Chief Medical Officer  
**Status:** Salary/Exempt  
**Effective Date:** 6/1/2023

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### ***Primary Accountability***

Responsible for providing primary medical care, infant through geriatric, within the APNP/FNP/DNP scope of practice.

### ***Primary Responsibilities and Duties***

1. Provides clinical services and health education to improve and maintain the health of patients.
  - a. Performs annual wellness, follow-up, and acute exams.
  - b. Obtains, reviews and updates patient EMR on the following information: health history, allergies, symptoms, medications, and immunization status.
  - c. Appropriately orders and/or executes various tests, analyses, and diagnostic images to provide further information based on patient's condition.
  - d. Analyzes reports and findings of tests and examinations and diagnosis condition of patient administering or prescribing additional treatment options as needed.
  - e. Documents in the EMR the patients visit including medical history, exam, diagnosis, and plan of action.
  - f. Determines and prescribes medication, dosage, and schedule given the patient's condition and allergies.
  - g. Discusses possible side effects and/or alternative treatment options to the medications or immunizations with the patient.
  - h. Promotes patient health by advising them about diet, exercise, hygiene, and methods for prevention of disease, including STIs.
  - i. Prescribes medication in accordance with WI statute and professional practice guidelines.
  - j. Performs minor surgical procedures.
  - k. Arranges referral for patients requiring services not offered at LCHC.
  - l. Reviews incoming reports and follows up in a timely manner.
  - m. Responds to patient's messages & correspondence in a timely manner according to policies.
  - n. Works collaboratively with team members and providers to manage complex cases.
2. Provides a variety of tasks to improve quality and efficiency of the medical department.
  - a. Ensures all patient charts are completed within 24 hours of the patient visit.
  - b. Participates in the effective review of the clinical operation activities which includes patient flow, patient access program, referrals, and all other activities within the clinic.
  - c. Regularly advises management team on issues regarding operations and patient care to include staffing, data collection, and interpretation of clinic flow, appointment systems, client recall process, ancillary services, and customer satisfaction.
  - d. Supervises students in training at LCHC.
  - e. Assists the organization in outside medical public relation functions.
  - f. Assists CMO in updating protocols and principles of practice.
  - g. Participates in the development and review of medical department policies and procedures.

### **Quality Responsibilities:**

1. Supports the organizations quality improvement program.
  - a. Completes quarterly peer reviews.

### ***Primary Attributes***

#### **General Development:**

1. Possesses more advanced organizational skills, in order to organize projects or the work of others.
2. Provides leadership and motivation to others.
3. Develops priorities for effective performance of duties, including re-prioritization in response to changes in circumstances.
4. While typically selecting from established alternatives for problem resolution, must modify approaches and responses (within scope of authority) and recommend changes to processes as appropriate.
5. Must draw conclusions using inference and logic, in situations where multiple results are possible from the same data are available by others.

#### **Professional and Technical Knowledge:**

1. Possesses a higher level of specific professional knowledge, including written and verbal communication skills, computational, computer and technical skills, and mathematical knowledge frequently acquired through the completion of a master's degree program in nursing.
2. Possesses the equivalent of extensive formal training in nursing, including an understanding of the application of the theory and practices of the profession to the operations of the organization, in the form of a master's degree in nursing.
3. Successful performance requires a full understanding of all aspects of the profession or trade sufficient to effectively train or instruct others, or to serve as a resource to employees.
4. Maintains current knowledge of standards of care and practices, typically acquired through continuing professional education.

#### **Licenses and Certifications:**

- WI State licensure – APNP / FNP / DNP
- CPR/Basic Life Support Certification.
- DEA certificate.

#### **Technical Skills:**

1. Demonstrates necessary proficiency of HIPAA rules, regulations, and health center policies related to patient privacy.
2. Demonstrates necessary proficiency of personal safety and hygiene, infection control protocols in compliance with CDC and OSHA regulations and guidelines.
3. Demonstrates necessary proficiency with all electronic clinical systems, including EHR and scheduling systems, in use at the health center.
4. Demonstrates ability to proficiently use the AED machine.

#### **Communication Skills:**

1. Effectively communicates not only facts or the results of analysis, but the employees' opinions and extrapolations of information they collect and synthesize/analyze.
2. Exercises tact and diplomacy in the resolution of mild conflicts or disagreements that would be considered at a level of basic "customer service".
3. Effectively communicates written information (including electronic correspondence).

4. Effectively communicates information during informal and formal verbal presentations.
5. Effectively conveys technical information to non-technical audiences.

**Physical Demands:**

- Duties performed in a typical clinic environment.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

**I have received and read a copy of my job description and fully understand the requirements.**

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**Signature**

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**Date**