



## **Per Diem Floater Nurse Practitioner job opportunity located in East Bay**

*UCSF Benioff Children's Physicians (UBCP) is a multispecialty physician foundation and an associated clinically integrated network. Our primary goal is to foster physician collaboration to deliver the most advanced primary, maternal and pediatric care throughout the Bay Area and beyond. Jointly operated by UCSF Benioff Children's Hospital – Oakland and UCSF Health, UBCP provides physicians a participative vehicle from which to advance their clinical practice in a variety of ways, based on their individual practice preferences as well as the needs of the foundation.*

### **Job Summary:**

The Nurse Practitioner is a licensed advance practice nurse experienced in primary care, who assumes responsibility and accountability for the health care of patients, emphasizing quality health promotion, disease prevention and management. The Nurse Practitioner will do this by applying the nursing process, utilizing knowledge base and technical skills, problem solving, oral communication, and documentation. S/he is required to cover every clinic location as needed, with primary responsibility for review and management of all lab results, diagnostic tests, radiology and other patient reports, as well as handling all patient calls related to clinical concerns.

### **Minimum Qualifications Required:**

#### **Education:**

1. Bachelor of Science, Nursing, from an accredited institution
2. Graduate from an accredited Nurse Practitioner program Experience:

#### **Minimum of five years nursing experience License or certification:**

1. Current RN license in the state of California
2. Registered as a NP in the state of California
3. Drug furnishing license in the state of California
4. DEA Number

5. Current certification as a provider of Basic Life Support (BLS)

**Specialized Skills:**

1. Ability to prioritize tasks and work well under pressure
2. Ability to work collaboratively with physicians and other health care providers
3. Ability to provide culturally sensitive health care to a diverse patient population

**Essential NP Functions:**

1. Provide direct patient care for add-on patient appointments (walk-in, call-in or Physicians)
2. Serves as back-up clinician when patients appointments are backed-up
3. Cover patient care schedule when short-staffed due to sick calls
4. Assists physicians by performing patient care for patients with special needs or sensitive follow-up concerns
5. Schedule triaged patients appropriately
6. Review all incoming patient paperwork, via fax, courier or mail: lab results, ultrasound reports, hospital dictations, consult reports
7. Identify all abnormal lab results for chart pull and follow-up, and determine plan of care needed
8. Contact patient, develop and execute plan of care independently, for abnormal findings educate and direct patients as to follow-up required; lab tests, diagnostic tests, follow-up & referral appointments
9. Primary resource for front desk - review incoming patient referrals and records to determine acuity and scheduling urgency – will consult with physicians
10. Assists Front desk scheduler with orders for procedures/consults
11. Schedule appointments and follow-up on missed appointments
18. Participate in program educational activities for the community and other health care providers
19. Active involvement with referral clinics, other hospitals, suppliers, and other hospital departments
20. Demonstrated courteous professional and cooperative behavior towards patients, co-workers, visitors, and physicians; adhering to privacy practices and HIPAA guidelines

21. Perform duties as a team member; integrate activities with those of fellow employees and physicians
22. Review and interpret all diagnostic studies ordered such as lab work and x-rays
23. Follow-up on all abnormal diagnostic studies and refer to physician as indicated
24. Promote positive health behaviors and self-care skills through education and counseling
25. Collaborate with physicians and other health professionals as needed
26. Document activities and services provided according to office procedure and as prescribed by law
27. Provide services to patients from all ethnic groups
28. Provide appropriate services to age-specific patients: adolescents (12-18 years) and early adulthood (18-44 years)

#### **Patient Care Duties and Responsibilities:**

1. Provision of care which ensures implementation of the medical plan of care including, but not limited to, the performance of physical examinations, diagnostic testing, and the furnishing of medications and treatments
2. Provision of care which reflects an evaluation of the psychosocial and counseling needs of the patient and family including making appropriate referrals
3. Provide prenatal care and family planning services
4. Provision of perinatal education to patients and families
5. Instructing patients on self-administration of injectable medications (i.e. heparin, Insulin, etc.)
6. Responsible for maintaining complete and accurate documentation in patient care records
7. Attendance at clinical review meetings
8. Rotating through schedule; including coverage for various outpatient sites
9. Support Administration and Management by participating in assigned special projects as needed for practice improvement, and to support staff development

#### **Other Functions and Duties:**

1. Collaborative care of high-risk patients
2. Patient telephone triage; assess acuity of complaint and managing care accordingly
3. Review clinical guidelines as indicated

4. Participate in quality improvement activities as directed by Administration and Management

**Professional Expectations:**

1. The NP will stay current in Primary Care health care issues and have an understanding of current guidelines of care
2. Professional staff are expected to treat their time as professionals; if there is time due to patients not showing for an appointment, you are expected to support your colleagues, complete projects approved by Administration/Management, or other support staff as need to assure the provision of quality patient care and professional clinical services
3. Respectful, supportive, collegial, professional conduct is expected at all times

*The essential functions listed are typical examples of work performed in this job classification. They are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks, and responsibilities. This position may also perform other duties as assigned.*