**Advanced Practice Provider I Standard Job Description**

**Classification Title:** Advanced Practice Provider I

**FLSA Exemption Status:**Exempt

**Pay Grade:** 18

**Minimum Pay:** $112,880.00

**Job Description Summary:**

The Advanced Practice Provider I, under direction, provides primary health care to students of assigned Texas A&M University System (TAMUS) member. Acts in accordance with relevant licensing boards and local, State, and Federal laws regulating Nurse Practitioners and Physician Assistants.

**Essential Duties and Responsibilities:**

**40% Primary Health Care Provision**

* Provides primary health care to students, including medical examinations, ordering and interpreting diagnostic tests, prescribing medications or treatments, and counseling regarding health maintenance and disease prevention.
* Recognizes the need for consultation and/or referral for illness or injury outside the scope of practice for an advanced nurse practitioner or physician assistant.
* Acts in accordance with all relevant licensing boards, local, state, and federal laws regulating nurse practitioners or physician assistants.
* Completes accurate documentation of patients’ encounters in medical records in a timely manner.

**20% Committee Participation and Education**

* Serves on clinical committees as assigned and participates in accreditation activities.
* Assists in preparation of educational materials and participates in in-service education activities to support the mission of the student health center.

**20% Continuing Education and Compliance**

* Participates in continuing education activities to maintain licensure and knowledge of medical practices.
* Maintains knowledge of coding procedures and responds to inquiries regarding medical coding selections from coding staff in a timely manner.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Successful completion of an accredited educational program for Physician Assistants; or Successful completion of an approved advanced practice nursing educational program at or beyond the master’s degree level.

**Required Experience:**

* None

**Required Licenses and Certifications:**

* Eligible to be licensed as a Physician Assistant or Advanced Practice Registered Nurse (Nurse Practitioner) in the State of Texas; must be licensed prior to start date.
* Licensure must be maintained for continued employment.

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**