**Advanced Practice Provider II Standard Job Description**

**Classification Title:** Advanced Practice Provider II

**FLSA Exemption Status:**Exempt

**Pay Grade:** 19

**Minimum Pay:** $129,812.00

**Job Description Summary:**

The Advanced Practice Provider II, under direction, provides primary health care to students at the 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. Serves as the team lead for the assigned clinical area.

**Essential Duties and Responsibilities:**

**40% Primary Health Care Delivery**

* Provides primary health care to students which includes medical examinations, ordering and interpreting diagnostic tests, prescribing medications or treatments, counseling or education regarding health maintenance and disease prevention, and promotion of healthy lifestyles.
* Recognizes the need for consultation and/or referral for illness/injury outside the scope of practice for advanced health care providers.
* Completes legible, accurate, and appropriate documentation of patient encounters in medical records in a timely manner.

**20% Team Leadership and Coordination**

* Performs the role of Team Lead for assigned clinical area.
* Works with leadership to coordinate and supervise activities of team members engaged in clinical care or service delivery.
* Assists team members in maintaining clinic flow to ensure patients are seen in a timely and efficient manner.

**10% Performance Management and Improvement**

* Provides supervision, guidance, and effective performance management feedback to employees in areas of responsibility.
* Recommends, implements, and documents performance improvement actions under the direction of administration.
* Identifies and recommends policies and procedures as needed to ensure quality, compliance, and accuracy.

**10% Stakeholder Relations and Feedback**

* Works with leadership related to stakeholder complaints and follow-up.
* Provides feedback to team members involved and documents feedback.

**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:**

* Two years of related experience.

**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**