**Nurse Practitioner P17 Standard Job Description**

**Classification Title:** Nurse Practitioner P17

**FLSA Exemption Status:**Exempt

**Pay Grade:** 17

**Job Description Summary:**

The Nurse Practitioner, under general direction, provides patient care, evaluations, and treatment. Diagnoses, treats, and prescribes certain medication for illnesses and injuries.

**Essential Duties and Responsibilities:**

**40% Patient Care and Management**

* Provides direct patient care, assessments, counseling, preparation, and treatment.
* Coordinates the care of patients in order to provide safe, effective, efficient, and timely patient-centered care.
* Performs follow-up care in conjunction with other nursing staff.
* Works in a collaborative relationship with other health professionals to determine health needs of patients and families.
* Collaborates with both family practice and psychiatry physicians.
* Promotes cost savings and optimal patient experience in primary care.

**20% Documentation and Record Keeping**

* Documents patient care.
* Documents clinical encounters clearly, precisely, and in a timely manner.
* Maintains and monitors patient records, assesses healthcare needs, and provides patient education.

**10% Clinical Consultation and Education**

* Serves as a clinical resource for staff through consultation and formal and informal education.
* Liaises between clinical staff and consult services.
* Applies, models, and teaches evidence-based Screening, Brief Intervention, and Referral for Treatment in a clinical setting.

**10% Professional Development and Improvement**

* Participates in rapid cycle continuous process improvement.
* Participates in scholarly projects as appropriate.
* Serves on committees, providing presentations and participating in divisional staff development.

**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:**

* Master’s degree in Nursing or equivalent combination of education and experience.

**Required Experience:**

* One years of related experience.

**Required Licenses and Certifications:**

* Certified Nurse Practitioner (NP), licensed Registered Nurse (RN), and CPR certified.

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

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing and spreadsheet applications.
* Knowledge of standard nursing procedures and techniques.
* Strong verbal and written communication skills.
* Strong analytical, problem-solving, and decision-making skills.
* Ability to work with sensitive information and maintain confidentiality.
* Ability to use and manage an Electronic Medical Records (EMR) system.

**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**