

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Nurse Practitioner	SALARY GRADE:	HU-14
DATE REVISED:	December 1, 2014	EEO CODE:	01
JOB CODE:	4214	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes]

BASIC FUNCTION: The primary purpose of this position is to provide advanced nursing care and treatment to patients. Perform physical examinations, order diagnostic tests, develop treatment plans and prescribe drugs or other therapies.

SUPERVISORY ACCOUNTABILITY: Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.

NATURE AND SCOPE: Internal contacts include students, faculty and staff. External contacts include parents, hospital officials, local health departments, community providers and the general public.

PRINCIPAL ACCOUNTABILITIES:

Prescribe medication dosages, routes, and frequencies based on patients' characteristics such as age and gender.

Order, perform, or interpret the results of diagnostic tests such as complete blood counts (CBCs), electrocardiograms (EKGs), and radiographs (x-rays).

Analyze and interpret patients' histories, symptoms, physical findings, or diagnostic information to develop appropriate diagnoses.

Develop treatment plans based on scientific rationale, standards of care, and professional practice guidelines.

Diagnose or treat acute health care problems such as illnesses, infections, and injuries.

Prescribe medications based on efficacy, safety, and cost as legally authorized.

Counsel patients about drug regimens and possible side effects or interactions with other substances such as food supplements, over-the-counter (OTC) medications, and herbal remedies.

Recommend interventions to modify behavior associated with health risks.

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Detect and respond to adverse drug reactions, with special attention to vulnerable populations such as infants, children, pregnant and lactating women, and older adults.

Educate patients about self-management of acute or chronic illnesses, tailoring instructions to patients' individual circumstances.

Provide comprehensive primary health care.

Provide basic life support/cardiopulmonary resuscitation in the event of life threatening emergencies.

Document all pertinent patient data in the medical record.

Collaborate with other health care professionals in meeting patients' health needs.

Adhere to and follows guidelines and standards of practice of the organization governing physician assistants. Serve on assigned Health Center or university committees and also serves as chairperson when appointed.

CORE COMPETENCIES:

Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

Skill in the operation of computers, related software applications and standard office equipment, in a timely accurate and efficient manner.

Good communication skills, with competence in both oral and written English.

Ability to provide personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.

Ability to exercise discretion and ensure a high level of confidentiality.

Ability to establish and maintain effective and harmonious work relations with faculty, staff, students and parents and the general public.

Ability to work staggered hours of duty as scheduled/or beyond hours to complete assignments.

MINIMUM REQUIREMENTS:

Bachelor's degree in Nursing or related field and 7-10 years of progressively responsible experience. 14 years of related work experience may be substituted in lieu of educational qualifications.

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Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____
Department Manager/Supervisor

DATE: _____

CERTIFIED BY: _____
Department of Compensation and Performance Management

DATE: _____