Oregon TECH

Classified Employee Position Description

SECTION 1. POSITION INFORMATION

a. Class No./Title: 6258 - Mid-level Medical Practitioner	**b. Competency Level:**
c. Effective Date 7/1/2006	**d. Position No:** H99900
e. Working Title: Medical Practitioner	**f. Work Unit:** Student Health
g. Agency No.: 58018	**h. Agency Name:** Oregon Institute of Technology
i. Employee:	**Supervisor:** James Pittman
j. Work Location: Klamath Falls - ISHC	
k. Position : Full Time Academic Year Regular Hours	
l. FLSA: Non-Exempt	**Eligible for Overtime:** Yes

SECTION 2. PROGRAMMING INFORMATION

a. Describe the program in which this job exists. Include program purpose, who is affected and scope. Include relationship to institutional mission.

The purpose of the Oregon Institute of Technology's Integrated Student Health Center is to evaluate, maintain, and promote the general health status of the students so they may make the most of their educational activities while on the Klamath Falls campus.

The Integrated Student Health Center provides outpatient wellness and illness care in a timely and affordable manner for students. The major goal of the Integrated Student Health Center is to promote the physical and emotional wellness of the student population. This includes the importance of educating the students about their responsibility to their personal health and the health of those around them, which will serve them well throughout life.

b. Describe the purpose of this position and how it functions within this program by completing this statement:

The purpose of the Medical Practitioner is to provide primary health care to students within their scope of practice. To evaluate, diagnose, treat and/or prescribe health care and treatment for students independently or in conjunction with other health care providers and to provide referrals as indicated. (S)he will participate with the health care team in developing programs and services for the campus community. Each student visit will be a health education opportunity.

SECTION 3. DUTIES

a. Major Duties

Student Health Evaluation (23%)

Evaluates the student's health problems through assessment, diagnosis, development of a plan, intervention and

evaluation. Performs physical exams and is a primary provider of family planning services. Consults with other health care providers as needed and refers as appropriate.

Treatment and Education Provision (23%)

Initiates the plan of treatment and provides health education consistent with clinical impression, with emphasis on preventive health care and responsibility for self-care. Performs specialized diagnostic procedures such as pap smears and screening tests for sexually transmitted diseases.

Record Keeping (13%)

Makes appropriate, accurate, and complete clinical record entries on each student contact the day of the visit. Records medical information of symptoms, observations, assessment and plan (SOAP) in accordance with charting protocols. Codes encounter forms accurately to maintain current statistics.

Laboratory Procedures (7%)

Performs and interprets laboratory procedures following the Clinical Laboratory Improvement Amendments (CLIA), i.e. ventipuncture, urinalysis strips, urine pregnancy, strep screens, wet preps, and glucose checks.

Medication Provision (5%)

Dispenses and prescribes appropriate medications as authorized under the Nurse Practitioner Medication Formulary. Determines need for and administers medication, injections and immunizations.

Diagnosing (4%)

Orders, interprets and recognizes abnormal findings of diagnostic tests, including x-rays, electrocardiograms and laboratory tests.

Physician Assistance (3%)

Consults with physicians when appropriate and works with them during exams and treatments if needed.

Referrals (3%)

Makes appropriate referrals and communicates pertinent information to other health care providers and agencies and does timely follow-up of findings, has knowledge of campus and community resources.

Team Work (3%)

Works closely with other team members to promote continuity and total client care. Confirms and extends assessments made by clinic registered nurse.

Staff Development (3%)

Assists and participates in staff meetings and in-service programs by sharing skills and knowledge. Promotes staff development.

Health Service Improvement (3%)

Participates in development and review of protocols, procedure manuals, standing orders and quality assurance to improve the level of practice in the health service.

Continued Learning (3%)

Updates professional skills and knowledge through workshops, in-service and study.

Work with Counseling and Testing (2%)

Meets with Counseling and Testing quarterly to coordinate joint patient care and to enhance professional development.

b. Marginal Duties

Medical Procedures (3%)

Performs procedures such as minor office surgery, application of casts and splints, and suture of lacerations.

Supervisory Duties (1%)

Assists with evaluating staff performance, interviewing and training new staff and supervising student nurses.

Billing (1%)

Records charges for medical services and supplies on billing statement and shows concern for the cost of care by the use for services constituent with client's needs and resources.

SECTION 4. WORKING CONDITIONS

Describe special working conditions, if any, that is a regular part of the job. Include frequency of exposure to these conditions.

Must hold a current license to practice as an Adult or Family Nurse Practitioner in the State of Oregon with prescriptive privileges.
Is a graduate of a nurse practitioner program with a Master's Degree, with preparation in the specialty area in which expected to practice.
Is able to work under high levels of stress and able to problem solve in a small work area with other team members.
Places a high value on the dignity and worth of the client, showing evidence of responsibility and adhering to confidentiality.
There is daily occupational exposure to blood and other potentially infectious materials each time lab is done and with certain exams and treatments.

SECTION 5. GUIDELINES

a. List any established guidelines used to perform the job, such as state and federal laws or regulations, policies, manuals or desk procedures.

OSHA Bloodborne Pathogen Guidelines
CLIA Regulations
Nurse Practice Act and regulations for Nurse Practitioners and Nurse Practitioner Prescription Formulary
US Drug Enforcement Administration Controlled Substance Act
State communicable disease regulation, State Board of Nursing administrative rules and policies, college policies and health center policies.

b. How are these guidelines used to perform the job?

To protect self and others from exposure to blood and other potentially infectious materials.
To perform accurate medical laboratory tests according to standards.
To use education and training within the regulations of the Nurse Practitioner license and prescriptive privileges.
To prescribe controlled substances legally. To provide treatment and care according to state, institution, and clinical protocol.

SECTION 6. WORK CONTACTS

With whom outside of co-workers in this work unit must this position regularly come into contact?

Who Contacted	How	Purpose	How Often

SECTION 7. JOB-RELATED DECISION MAKING

Describe the kinds of decisions likely to be made by this position. Indicate the affect of these decisions where possible.

Makes medical diagnosis, after doing a health assessment and interpretation of diagnostic tests, and determines treatment or referral in order for client to receive appropriate medical care.
Recommends and develops policies and procedures to best meet the needs of the health service and the student.

SECTION 8. REVIEW OF WORK

Who reviews the work of this position? (List classification title and position number.) How? How often? Purpose of the review?

The Administrative Director of the Integrated Student Health Center works with and reviews the office work of the Medical Practitioner on a daily basis.
The Medical Director reviews patient care weekly.
The staff has weekly staff meetings to discuss problems and to keep advised of changes in the work setting.
A performance evaluation is done at the end of a trial service period and at least annually thereafter.

SECTION 9. ADDITIONAL JOB-RELATED INFORMATION

Any other comments that would add to the understanding of this position: