

INFANT WELFARE SOCIETY OF CHICAGO

NURSE PRACTITIONER

Reports to: Chief Medical Officer
Classification: Exempt

Department: Pediatrics
Date: May 2014

SUMMARY:

Provides all aspects of well and sick childcare in the pediatric clinic, and assists as needed in Quality Assurance assessments.

TO PERFORM THIS JOB SUCCESSFULLY, AN INDIVIDUAL MUST BE ABLE TO PERFORM EACH ESSENTIAL DUTY SATISFACTORILY. THE REQUIREMENTS LISTED BELOW ARE REPRESENTATIVE OF THE KNOWLEDGE, SKILL, AND/OR ABILITY REQUIRED. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL DUTIES.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides well child care, acute care and follow-up.
- Provides services related to health maintenance and promotion.
- Establishes diagnoses for common short-term and chronic stable health conditions.
- Orders, interprets and performs laboratory and radiology tests.
- Performs other therapeutic or corrective measures as indicated.
- Prescribes medications as appropriate for patients. Supervises dispensing of medication from the Pediatric Clinic.
- Consults and/or refers patients to licensed physicians or other health care providers as indicated.
- Reviews laboratory results, consultant examinations and emergency room dispositions and follow-up on those requiring intervention.
- Provides urgent care as indicated.
- Appropriately documents all findings concisely and completely utilizing the electronic medical records system. Uses all forms correctly. Entries are dated and signed. Documentation must be legible.
- Offers medical advice by telephone to parents of pediatric patients as part of a 24-hour call rotation with other providers.
- Participates in specific programs of the clinic as assigned by the Chief Medical Officer.
- Serves as a consultant for nurses and other staff members handling triage calls or walk-ins.
- Assists in education of patients, residents, nurses, nurse practitioners, medical students, and other staff.

- Participates in Quality Assurance assessments periodically.

OTHER RESPONSIBILITIES:

Participates in clinic and staff meetings and other duties as assigned by the Chief Medical Officer.

QUALIFICATIONS:

Education:	M.S Degree; training as a Family Nurse Practitioner or Pediatric Nurse Practitioner
Licensure:	Current Illinois Advanced Practice Nurse License
Experience:	None
Special Training:	N/A
Demonstrated Competencies:	Personality characteristics of patience, integrity, and approachability.

PHYSICAL REQUIREMENTS:

Ability to be mobile in our facility.

SUPERVISES:

None

COGNITIVE REQUIREMENTS:

Ability to speak Spanish is highly desirable but not required.

WORKING CONDITIONS:

Primarily in the pediatric clinic area and examination rooms.

EQUIPMENT USED:

Usual pediatric office medical equipment, such as a stethoscope, otoscope, ophthalmoscope, tympanometer, inspiratory Spiro meter, etc.