

**Job Description**  
**Specialists in Rehabilitation Medicine, P.C.**

<b>Job Title: Advanced Practitioner - Contingent</b>	<b>FLSA Status: Non-Exempt</b>
<b>Department: SIRM Medical</b>	<b>Review/Revision Date: 11/29/12, 1/2/14, 1/2/15, 3/15/19</b>
<b>OSHA Category A:</b> This occupation does require tasks that involve exposure or potential for exposure to blood, blood-borne pathogens, or other potentially infectious material.	

**General Summary:** The advanced practitioner is responsible for, under general supervision of the physician, providing evaluation including history and physical exams, re-checks and documentation for the patients assigned. May perform these duties at any of the 3 SIRM locations or at the various hospitals and skilled nursing facilities.

**Principle Duties and Responsibilities:**

1. Complete History and Physical exam and documentation on assigned caseload.
2. Complete Discharge Summaries and discharge process on assigned caseload.
3. Duties may include seeing patients at the skilled nursing facilities, the hospital acute units, the hospital rehabilitation unit, and the 3 physician offices.
4. Round with the physician.
5. Complete daily progress notes.
6. Complete billing routing slips.
7. Provide educational training to nursing staff at the SNF and Hospital setting.
8. Attend appropriate department meetings.
9. Complete prescriptions for patients.
10. Appropriately bill for service delivery.
11. Practitioners providing services in office will be required to maintain timely completion of notes and response to staff messages.
12. This position shall have access to and disclose personal health information only when reasonably necessary to perform the designated job related responsibilities. Disclosure and/or use of personal health information for any purpose other than as reasonably necessary for designated job responsibilities is prohibited.
13. Demonstrates and actively promotes an understanding and commitment to the Employee Handbook including Compliance, Commitment to My Co-Workers, Standards of Conduct and Code of Ethics.
14. Performs other related duties as assigned or requested.

**Vocational Training and Competencies Required:**

1. Master's Degree in Nursing or Master of Medical Science in Physician Assistant Studies
2. Must possess current licensure as a Nurse Practitioner or Physician's Assistant in the State of Michigan.
3. Must possess and maintain current BLS certification.
4. 3 years of Nursing or PA experience and membership in NP or PA organization preferred.

**Cognitive and Affective Competencies:**

- Problem-solving skills including cost-benefit analysis
- Ability to utilize verbal and written communication skills in order to address and interact effectively and courteously with external and internal customers, including senior management and various other individuals
- Operate system-based software applications, hospital preferred
- Analyze, evaluate, integrate, compile and compare data and information
- Active listening, conflict management and team building

This position requires the ability to identify age related differences within the persons served and the adjustment of treatment style and expectations as appropriate, including adjustments based on the person's served cognitive function and learning ability. This will include taking into account their religious and cultural needs and preferences.

**Disclaimer:**

The above statements are intended to describe the general nature of job duties and responsibilities typically assigned, identify the essential functions, and list the requirements of this job. They are not intended to be an exhaustive list of all supplemental duties, responsibilities, or non-essential requirements; nor should this document limit the supervisor's right to modify assignments as necessary. This document does not create a contract for employment.

<b>Reporting Relationships:</b>	
This position reports to:	SIRM Physicians
There is a close working relationship with:	All SIRM staff
Jobs reporting to this position:	None

**Working Condition and Related Factors**

Position: Nurse Practitioner
Indicate the Frequency for Essential Job Functions: O=Occasionally (less than 3 hours); F=Frequent (3-5 hours); C=Constant (all shift) N/A=Not Applicable
Indicate only the highest level of activity that occurs on a daily basis

1. Physical Activities		2. Weight				3. Visual Activity		4. Other	
			Lifting	Carrying	Push/Pull				
Balancing	O	0-5 pounds	C	O	O	Near vision	C	Distinguish Sounds	F
Bending	O	6-10 pounds	O	O	O	Far vision	F	Hear speech	C
Climbing	O	11-20 pounds	O	O	O	Depth perception	F	Distinguish hot & cold	O
Crawling	O	21-25 pounds	O	O	O	Color vision	F	Distinguish range of temps	O
Crouching	O	26-50 pounds	O	O	O			Distinguish surfaces	O
Kneeling	O	51-75 pounds	O	O	O			Fine motor skills	C

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Standing	F	76-100 pounds	O	O	O			Manual dexterity	F
Stooping	O	Over 100 pounds	O	O	O			Exposure to weather elements	O
Walking	F							Noise intensity	O
Sitting	O							Exposure to extreme heat	O
Twisting	O							Exposure to extreme cold	O
Turning	O							Exposure to Latex	O
								Detect/Distinguish odors	O
								Distinguish flavors	O

5. Personal Protective Equipment	6. Hazardous/Adverse Conditions		7. Equipment Used
Gloves	Exposure to marked changes in temperature and humidity	N/A	Modalities
Mask	Exposure to chemical/biological/mechanical/electrical hazards	O	Assistive Devices
Gown	Exposure to vapor, fumes, gases, poor ventilation, caustic agents & adhesives, etc.	O	Wheelchairs
Eye Protection	Exposure to radiation	N/A	Exercise Equipment
			Office Equipment, Computer
			Assessment Tools
			Treatment Tools

<b>Approval:</b>	
Signature:	Title: Practice Manager
Printed Name: Kira Griffin	Date: 03/15/19
<b>Approval:</b>	
Signature:	Title: Physician Practice Partner
Printed Name: Brian Roth, MD	Date: 03/15/19

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Employee Signature

\_\_\_\_\_  
Date