

Advanced Practice Nurse (or Physician Assistant)

Within the scope of clinical ability, the Advance Practice Nurse (APN) provides nursing and medical services to clients in Marion, Indiana. The APN emphasizes health promotion and disease prevention as well as diagnosis and management of disease. The APN assists with the establishment of guidelines, standardized practices and policies and procedures for the program and insures compliance with them during the performance of his/her work. Work is performed in conjunction with the Medical Director as defined in the APN's Collaborative Practice Agreement. Must possess current, unrestricted Indiana CSR and be eligible for U.S. DEA certification.

ESSENTIAL FUNCTIONS

1. Implements policies and procedures of the Indiana Family Health Council and the family planning program Title X guidelines.
2. Obtains a client history and performs counseling and education (male and female).
3. Implements appropriate screening and laboratory testing based on results of the client's history and physical.
4. Reviews and interprets laboratory results and follows up appropriately.
5. Follows American College of Obstetrics and Gynecology standards when ordering Pap Smear Screenings.
6. Educates clients on abstinence, fertility awareness methods, and other birth control methods.
7. Prescribes contraceptives to clients according to IFHC and manufacturer guidelines. Has experience inserting IUDs and Nexplanon implants
8. Prescribes medications according to IFHC, CDC and manufacturer guidelines.
9. Provides client counseling on reproductive health and sexuality and refers clients to other agencies and health care providers as needed.
10. Documents information in the client's medical record according to policy.
11. Assists in the development of policies and procedures related to the program.
12. Coordinates IFHC activities with the Director of Performance and Evaluation and Medical Director.
15. Must have knowledge and understanding of and follow Indiana Statutes regarding the reporting of child abuse, child molestation, sexual abuse, rape and, incest, domestic violence, and human trafficking.
16. May perform other duties as required by the Medical Director, and/or President.
17. Work is performed as outlined in the APN Collaborative Practice Agreement.

OTHER FUNCTIONS

1. Works in conjunction with Sub-Grantees and serves as a representative of IFHC.
2. Requires the ability to establish and maintain effective working relationships with clients, families, coworkers, medical providers and the public.
3. Demonstrates the communication skills (both verbal and written) necessary to interact effectively with diverse populations; also requires the skills needed to communicate in a clear and effective manner.
4. Demonstrates strong work ethic and dedication to job responsibilities with excellence.
5. Demonstrates ability to prioritize duties and responsibilities appropriately and effectively.
6. Exhibits respect and fairness in all collaborative efforts.
7. Accepts and supports changes in business strategy and job functions.
8. Seeks and/or implements new, creative and different ways of doing things.
9. Evidences willingness and desire for improvement through decisions and actions.
10. Demonstrates proficiency in basic computer skills, including electronic health records and

telemedicine technology, and a basic understanding of database applications.

11. Performs all work in accordance with HIPAA regulations.

12. Monitor Sub-Grantee family planning projects and programs through timely reports, medical inventory and on-site visits.

13. Act as liaison with Sub-Grantee nurse practitioners and medical staff with clinical service trends, EMR technical issues and general technical assistance.

14. Interpret quality family planning guidelines and requirements to Sub-Grantees to ensure contractual compliance.

15. Assess and evaluate, in coordination with IFHC Program Team, Sub-Grantee quality assurance and quality improvement outcome reports.

16. Acts as a resource for agency staff on new developments in the medical area relating to family planning.

17. Provides technical assistance and conducts training in the medical/nursing area.

18. Updates on an annual basis IFHC Medical Policy and Procedure Manual and Clinical Outcome Manual.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Masters of Science Degree from a university/college program approved by the National League for Nursing preferred.

2. Documented evidence of completion of an Advanced Practice Nursing Program that meets the American Nurses Association Guidelines required.

3. Current license to practice as a registered advance practice nurse in the State of Indiana.

4. Self-directed and motivated to participate in continued learning and professional development.

5. Must be able to travel both in state and out of state

6. Current CPR certification required (or must obtain certification within the first three months of employment).

Send Resumes and cover letter to info@ifhc.org