



Chest, Infectious Diseases, and Critical Care Associates, P.C.
1601 NW 114th St, Suite 347
Des Moines, IA 50325-7046

POSITION DESCRIPTION

POSITION: Advanced Registered Nurse Practitioner – Full-time, Nights

POSITION PURPOSE:

Evaluates and treats patients within the scope of training as directed by physicians and the policy and procedure manual in compliance with the State Licensure requirements.

ESSENTIAL FUNCTIONS:

1. Round on patients as assigned.
 - a. organize discharge arrangements and discharge summaries , discharge medications, and office follow up
 - b. anticipate need for thoracentesis, bronchoscopies, and other testing and arrange/set up for physician and order appropriately
 - c. provide detailed chart documentation for physician in order to minimize their need to seek out pertinent information.
2. Work up new consultations as directed by physicians. Anticipate need for imaging, labs, and procedures and arrange as appropriate for physician.
3. Triage all non-consult calls.
4. Insert art-lines and chest tubes upon request of physicians.
5. Communicate with physicians regarding care and refer patient to CIC doctor or another specialist as needed. Alert CIC physicians during the following patient cases:
 - a. Worsening hypertension
 - b. Respiratory failure
 - c. Decrease in patient stability
 - d. Received 2 calls on the same problem on an ICU patient
 - f. All other cases that warrant the physician to go bedside.
6. Achieve productivity levels as set by administration.
7. Utilize CIC's and Mercy's electronic health record system to process data and retrieve patient information.
8. Communicate effectively with CIC physicians and Chief Operating Officer.
9. Provide availability to physician for any task/assistance requested.
10. Assist is other departments of Employer as needed.

11. Arrives at workstation as assigned on a consistent basis, refrains from excessive absences.

OTHER PROFESSIONAL DUTIES:

1. Adhere to CIC Personnel Guidelines Handbook and Corporate Compliance Policy, as well as adhere to ethical standards applied by the governing body.
2. Maintain patient and employee confidentiality, abiding by all state and federal confidentiality expectations including those established by HIPAA.
3. Adhere to all Mercy Medical Center policy and procedures, as well as comply with all State Licensure Requirements.
4. Participate in all education and training programs as required by CIC policy and as requested by supervisor.
5. Work with team members to ensure workflow is being completed in a timely manner.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to complete each essential duty satisfactorily. The requirements listed below are representative of this knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities

EDUCATION AND EXPERIENCE:

1. Required Master's degree with evidence of current certification.
2. Previous experience in a hospital, medical office and/or critical care unit is required.

SKILLS, KNOWLEDGE, AND ABILITIES:

1. Basic computer skills.
3. Ability to speak, read and write fluent English with the ability to write legibly.
3. Excellent organizational skills.
4. Ability to change from one task to another without loss of efficiency or composure.
5. Demonstrates knowledge and skill necessary to provide appropriate care and teaching to the patients served.
6. Maintains knowledge of equipment set up, maintenance, troubleshooting and use.
7. Advance knowledge of drug interaction, stability, compatibility and ability to use resources available.

Licenses/Certifications

1. State of Iowa Certified Nurse Practitioner License
2. Mandatory Reporter Certification.
3. CPR certification.

Position Requirements/Physical Demands:

- Essential* Use other visual sources of information, e.g., pictures, symbols, reference graphs, tables
- Essential* Read written sources of information, e.g., read reports, procedural documentation, reference materials

Essential Perform detailed work requiring visual acuity
Essential Use sources of information requiring hearing and speaking, e.g., interviews, group meeting
Essential Use auditory (hearing sources of information, e.g., alarms or bells
Essential Use oral communication (speaking) to perform work, e.g., answer telephone, receive visitors
Essential Dexterity, e.g., filing, collating, assembling
20% Sit
75% Reach
75% Grasp
75% Lift/carry
100% Ambulate (move from one location to another)
30% Climb
40% Kneel
70% Squat/Bend
75% Push/Pull
Essential Make minor decisions requiring limited judgment, e.g., task sequencing, filing, sorting mail
Essential Make general decisions in the absence of specific directions, e.g., prioritizing workload
Essential Perform activity requiring sustained concentration, e.g., designing, planning work