

**JOB TITLE:** OFFICE BASED NURSE PRACTITIONER/PHYSICIAN ASSISTANT, COLORECTAL SERVICES

**DEPARTMENT:** CLINICAL

**REPORTS TO:** DIRECTOR OF CLINICAL OPERATIONS

**JOB SUMMARY:**

The office based Nurse Practitioner is responsible for coordinating, communicating and directing clinical care as established. They are to provide continuity of care as a physician extender in the office setting. The nurse practitioner will work closely with their supervising physician and other team members within their unit to determine the best courses of action for treating the patient. They will provide service by educating patients on the appropriate measures of continued care. They will maintain office schedules to see patients and collaborate with their supervising physicians as needed.

**POSITION ACCOUNTABILITIES:**

* Commitment to perform all job responsibilities in accordance with the philosophy and mission statement of USA. Honest, ethical, professional behavior is a condition of employment
* Provide direct clinical care as a physician extender in an office setting performing routine follow-up of patients
* Provide clinical care of pelvic floor patients performing a complete physical exam, obtaining a complete medical history and findings and making recommendations and performing pelvic floor testing
* Ability to perform a complete physical exam, obtain complete medical history and findings, and interpret findings to assist physician in determining a plan for treatment, including minor procedures
* Assist with continuity of patient care by troubleshooting and assessing clinical issues in the office and hospital settings
* Assist physicians by assessing new surgical consults as well as assist the team with team rounds with residents and attending physicians
* Instruct patient/family regarding medications and instructions as needed
* Work with physician to ensure continuity of care, as needed
* Maintain office schedule to evaluate patients, determine plan of care, collaborate with physician as needed, and ensure quality of care for patients
* Assist physicians by assessing new surgical consults
* Provide discharge instructions and coordinate home health and follow-up care
* Instruct patient/family regarding medications and specific care instructions upon discharge
* Post emergent cases for surgery, as needed
* Provide coverage for UTCOM Surgery Clinic, as needed
* Assist in establishing a colorectal service, policies and protocols
* Ability and desire to learn new procedures and techniques involving the care and treatment of anorectal, colorectal and pelvic floor disorders
* Perform all other duties as assigned

**PHYSICAL REQUIREMENTS:**

The physical requirements listed are representative of those that may be faced by an Office Based Nurse Practitioner throughout their scope of employment. To conduct this position properly, applicants must be able to complete the following list of physical tasks. Reasonable accommodation will be available for those individuals with disabilities, and are not able to complete the following tasks.

* Sitting, standing, walking for prolonged periods of time
* Bending and reaching
* Manual dexterity
* Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus as needed
* Lifting weights possibly up to 50 pounds

**QUALIFICATIONS:**

* MSN required
* Successful completion of an accredited nurse practitioner or physician assistant program
* Current Tennessee nursing/nurse practitioner license or physician assistant license required
* Experience in outpatient setting, preferred

**The above duties are intended to describe the general nature and level of work performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of an employee so classified.**

**University Surgical Associates is an at will employer. Your employment with University Surgical Associates is for an indefinite period of time and it is subject to termination by you or University Surgical Associates with or without cause, with or without notice, and at any time**

**Employee Signature: Date:**

**Supervisor Signature: Date:**