

## SENIOR RESOURCES JOB DESCRIPTION

**POSITION TITLE:** ADVANCED PRACTICE PROVIDER  
**REPORTS TO:** MEDICAL SERVICES ADMINISTRATOR  
**APPROVED BY:** CEO  
**STATUS:** EXEMPT

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Our Advanced Practice Provider will be meeting our participants needs in their home-based settings. Providing medical care and education to them so they can stay in their homes safely. This role will have a collaborative approach with our support's coordination teams all working together to help our participants be healthy and remain in their homes successfully.

**GENERAL DESCRIPTION:** The Advanced Practice Provider (APP), in collaboration and consultation with physicians, Care Coordinators, staff RNs and other health care professionals, provides holistic, compassionate care to Senior Resources participants and families. The APP practices within the context of collaborative management with a physician(s) in diagnosing, managing, and preventing acute and chronic illness and disease, and promoting wellness. APP have an advanced nursing practice that includes independent nursing functions based on the applicable Scope of Practice, nursing standards of care, and a role in medical management within a collaborative agreement with a physician(s).

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

Creates positive rapport and engagement with patients and coworkers

Maintains a focus on customer service while performing in-depth clinical assessments on all assigned patients by completing encounters inclusive of all complaints, histories, a review of systems, and exam

Reviews and interprets the medical, surgical, and social history of patients

Performs appropriate screenings

Synthesizes information, establishes diagnoses and leads the development of the Plan of Care with patients and their support system and regularly reviews and updates the plan.

Participates in patient meetings as requested

Interprets laboratory and other diagnostic data and recommends appropriate treatments or actions for follow-up

Consistently reconciling medications

Prescribes or performs medically indicated treatment modalities.

Refers patients to specialists and or ancillary services as indicated.

Works collaboratively with the medical director, physicians, care coordinators, staff, family members, key care givers and any appropriate ancillary medical personnel as appropriate

Identifies overall quality improvement activities through assessing and planning health care which is individualized to the patient and consistent with policies and protocols

Maintains compliance with OSHA and state licensing boards

Participates in all mandatory compliance and other training programs, seeks guidance for compliance-related concerns and adheres to all applicable laws, regulations, policies, and procedures

Practices in accordance with applicable local, state, and federal laws which govern confidentiality and medical information privacy regulations (HIPAA)

Provides constructive and timely feedback about recommendations to improve and/or streamline operations.

Assists on special projects as requested

Communicates and collaborates with leadership to achieve patient care and organizational needs and goals

**POSITION REQUIREMENTS:**

Knowledge, Skills, and Abilities:

Computer skills, including use of e-mail and Microsoft Office

Effective written communication skills including but not limited to writing reports and correspondence

Effective verbal communication skills, including but not limited to actively listening to and effectively speaking with to patients, providers, families, and staff.

Utilize time effectively and efficiently.

Effectively navigates change and uncertainty.

Establishes and maintains effective relationships with patients and their support system.

**ADMINISTRATIVE:**

Perform all other related duties as assigned.

**QUALIFICATION REQUIREMENTS:** 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 functions.

- \* Must possess a valid Michigan driver's license.
- \* Must possess and maintain an Advanced Practice Provider License.
- \* Must have and maintain BLS certification.
- \* Must have reliable transportation and provide current proof of automobile insurance.
- \* Must have a working cell phone.
- \* Must test for tuberculosis upon hire and review symptoms annually.

**EDUCATION and/or EXPERIENCE:** Nurse Practitioner or Physician Assistant Degree.

Baseline Clinical Knowledge

**Licensure/Certifications**

Current state advanced practice provider licensure

Licensed by AANP or ANCC, in Adult, Family Practice and Geriatrics or Adult-Gerontology Primary Care

Current BLS certification

**REASONING ABILITY:** Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of regulations and instructions and deal with several abstract and concrete variables. Ability to respond effectively to the most sensitive inquiries or complaints.

**SKILLS & ABILITIES:** Ability to work well with people on a personal basis.

**LANGUAGE SKILLS:** Ability to read, analyze and interpret periodicals, professional journals, and program standards and guidelines. Ability to write reports and correspondence. Ability to effectively present information and respond to questions from clients, customers, educators, social services personnel, state politicians and the general public. Familiarity with all local, state, and federal laws within the Human Resources arena.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**TECHNICAL SKILLS:** Basic typing skills, Microsoft proficient, ability to use the internet, printers, copiers, scanners and password management.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus. The employee frequently is required to sit and use hands to finger, handle, or feel objects, tools or controls. The employee is occasionally required to stand and walk.

While performing the duties of the job, the employee is required to lift and/or move up to 50 pounds. The employee must be able to travel in all kinds of weather and have reliable transportation.

**PRIVATE HEALTH INFORMATION (phi) ACCESS LEVEL:** This individual will be required to access Protected Health Information (PHI) in order to carry out the essential functions of this job. The PHI Access needed by the employee to perform the essential functions of this job include:  
Complete access to all PHI in the participants files.

**The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing.**

**Approvals:**

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Employee Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name Printed

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name Printed