

**NEWCAP, Inc.
1201 Main Street
Oconto, WI 54153**

JOB DESCRIPTION

JOB TITLE: Nurse Practitioner
RESPONSIBLE TO: Community Health Services Director
CLASSIFICATION: Non-Exempt
WORKSITE: Oconto, Crandon, Marinette, Vilas, and Green Bay

GENERAL RESPONSIBILITIES:

Provide professional nursing services, which include counseling, family planning education, and clinic operation for clients of NEWCAP, including the provision of physical exams, fitting of and disbursing of contraceptive methods, and teaching of family planning methods and counseling regarding related health needs, including the testing and treatment for sexually transmitted diseases. Provide early prenatal counseling to approved individuals. Responsible for smooth clinic flow and supervision of all lab test results follow up.

SPECIFIC DUTIES:

1. Be responsible for the clinic procedures in accordance with the standing orders.
2. Perform physical examinations, including pap smears, pelvic and breast exams, pregnancy tests, sexually transmitted diseases tests, and other lab tests. Assess and determine differential diagnosis and formulate a treatment plan.
3. Provide approved contraceptive methods and devices, including medication per protocol.
4. Assist in keeping accurate records in client files regarding medical services, supplies, and charges.
5. Provide instruction in family planning methods, self-breast exam, and related health problems, such as sexually transmitted diseases, vaginal infections, diet, preventative health measures, and normal growth and development.
6. Counsel patients concerning various aspects of family planning, pregnancy, and necessary follow-ups.

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7. Participate in the in-service of agency staff, and attend various training sessions as needed.
8. Refer patients with suspected abnormal conditions to appropriate providers.
9. Maintain adequate working relationship with the Community Health Services Director regarding medical services provided by the Reproductive Health Program and be responsible for timely, accurate reports.
10. Assist in setting up, cleaning up, and supply maintenance at all clinic sites.
11. Supervise clinic support staff while performing clinical duties.
12. Promote community outreach by participating in education opportunities within Newcap's covered counties, and advocate for those in need.
13. Maintain professional relationship with Medical Director.

SKILLS AND QUALIFICATIONS:

1. Must have comprehensive knowledge of the principles, standards, and methods of professional nursing, particularly as related to reproductive health.
2. Have thorough knowledge of the human reproductive system and modern methods of birth control and the ability to make professional decisions on contraceptive-related problems.
3. Must be able to work with low-income persons on a one-to-one basis or in small groups.
4. Have experience in family planning, obstetrics, gynecology, or a related area.
5. Must have graduated from an accredited school of nursing (have a current Wisconsin State Registration as a professional nurse). Provide proof of successful completion of a Women's Health education program and be eligible for certification as an advanced practice nurse or certification in a reproductive health nursing program. Must be eligible or have current MPI# and Drug Enforcement Agency (DEA) prescribing privileges.
6. Possess reliable transportation and provide proof of insurance.
7. Have the ability to obtain a CPR certification on a yearly basis, or provide physician's excuse for not doing so.
8. Provide documentation of hepatitis and rubella immunizations or be willing to obtain immunizations (at agency expense).

*This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this position. May be requested to perform job-related responsibilities and tasks other than those stated in this job description.