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**Coastal Medical Position Description**

**Company:** Coastal Medical, Inc.

**Title:** Coastal @ Home Nurse Practitioner

**Reports To:** Coastal@Home Clinical Coordinator

**Clinical Supervision:** Provided by Coastal Medical Adult Medical Director

**Supervises:** N/A

**Job Summary:** Supports the multi-disciplinary Coastal@Home team in providing comprehensive home-based medical care to the highest-risk patient population.

**Essential Functions of the Position** (*Illustrative Examples Included*)

* Assesses and manages Coastal patients with polychronic conditions and increased risk for hospital utilization as well as the frail and those with limited access to office-based care
* Conducts in-home medical visits to adult and geriatric patients for routine visits, acute illness, post hospital or sub-acute discharge, and routine follow up care for patients with complex medical conditions
* Works independently to perform a comprehensive history and physical
* Independently assesses and formulates a treatment plan of care for the medical, social and behavioral aspects of care
* Engages patients in Goals of Care discussions when appropriate
* Contributes to program process evaluation to ensure high quality and consistency of services delivered
* Works collaboratively with Coastal Medical and non-Coastal Medical providers in the management of patients
* Coordinates care with Primary Care team and participation in Clinical Care Conferences
* Establishes an accurate problem list for patients and supporting documentation of illness and risk factors (RAF score adjustments)
* Contributes to, supports, and facilitates continued program growth and development
* Attends and participates in Coastal initiatives and other meetings as required
* Complies with federal and local confidentiality laws, including HIPAA, ensuring patient privacy
* Adheres to Coastal Medical guidelines and policies for protecting patients’ demographic, clinical and financial information
* Performs other job-related duties as assigned

**Education and Experience**

* Active Rhode Island APRN or NP licensure (in good standing)
* Current Board Certification
* Prior experience with the geriatric population
* Prior experience facilitating goals of care discussions
* Five years of clinical experience as a practitioner or two years of experience as a practitioner working in a home care setting
  + Equivalent experience found to be appropriate by the Coastal@Home Clinical Coordinator may also be acceptable
* BLS certification

**Knowledge, Skills and Ability**

* Able to work on a team and individually with the ability to self-direct
* Capable of multi-tasking in a fast-paced environment
* Awareness of metrics to improve process and provide the highest quality in patient care
* Must be flexible and receptive to change
* Solid critical thinking skills
* Ability to communicate empathy to patients, family and caregivers
* Ability to navigate an electronic health record
* Ability to effectively collaborate with professional colleagues through strong verbal and written interpersonal communication
* Effectively provides instruction, coaching and mentoring to team members
* Goal orientated with solid commitment to follow through, assuring fulfillment of plans
* Excellent communication skills; both verbal and written

**Physical Effort and Dexterity**

* Sit and stand for prolonged periods of time
* Work and move among all departments of Coastal Medical group
* Excellent hand/eye coordination
* Lift up to 15 pounds
* Manual dexterity to operate a personal computer or laptop as well as standard office machines and equipment as it pertains to one’s position
* State-wide travel and operation of motor vehicle
  + Must have a valid driver’s license and clear driving record
  + Use of personal vehicle and proof of auto insurance is necessary

**Visual Acuity, Hearing and Speaking**

* Capability to transfer information from original source to paper, computer, telephone and in person

*\*This position description does not list all duties of the position. The employee may be asked by his or her supervisor, manager, or director to perform other duties. The employee will be evaluated in part based on the performance of the tasks contained herein.*

**Signatures**

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.*

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please Print)

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*September 2020*