



## **JOB DESCRIPTION**

**POSITION:** Nurse Practitioner (Family Practice)

**STATUS:** Exempt; Full time

**REPORTS TO:** Medical Director

**SUPERVISES:** none

**ACCOUNTABLE TO:** Medical Records, Billers, Front Desk, Nurses

### **SUMMARY:**

Provides quality and cost effective primary care services to APHCV patient population, meeting their diverse health and social needs.

APHCV expects all employees to respond and participate to emergency situation per emergency policies and procedures.

### **DUTIES AND RESPONSIBILITIES:**

1. Clinical
  - a. Per specialty, perform complete examination of patients including adults, children and infants
  - b. Assess and manage acute and chronic conditions and participate in disease registry
  - c. Screen all patients for health maintenance needs, including immunizations
  - d. Educates patients and family members in health promotion, disease prevention and birth control methods as appropriate
  - e. Assists in preparation and selection of patient education materials
  - f. Initiates diagnostic studies referring abnormal results of concern to Medical Director of specialist
  - g. Provides preliminary telephone consultation to patients, when requested, inviting patients to be seen in APHCV preferentially. Also, contact patients for follow-up care in case of life threatening illness
  - h. Helps coordinate efficient flow of patients through the system of care
  - i. Helps monitor status of referrals
  - j. Obtain and review patient histories and develops patient care charts, ensuring completeness and accuracy
  - k. Provide basic mental health assessment and treatment of non-emergent conditions such as anxiety, depression and simpler eating disorders
  - l. Alerts Medical Director of Medicolegal risk situations and works to reduce same
  - m. Helps facilitate creation and tracking of patient data, specimens and records
  - n. Practices safety, environmental, and/or infection control methods
  - o. Helps provide triage services and treatment services during disaster, per protocol
  - p. Provide cross-coverage to fellow Clinicians during weekdays and weekends
2. Administrative
  - a. Participate in Quality Assurance, peer review and maintain confidentiality

- b. Participate in quality improvement, chart audits, and process improvement programs both system wide and cluster specific
- c. Participate in cluster specific meetings and administrative task as assigned by Medical Director or cluster lead Clinicians
- d. Helps in recording of no-show visits and lab results/refills
- e. Participates or collaborate with marketing and other health education staff on education and patient recruitment health fairs
- f. Maintain current knowledge-base and appropriate licensure
- g. Maintain productivity per APHCV standard
- h. Assists in translation services when no alternative exists (staff translators available in several Asian languages)
- i. Ensure compliance with license requirements as stated in Title 22
- j. Performs miscellaneous job-related duties as assigned

**QUALIFICATIONS:**

- Licensed to work in the state of California as a Nurse Practitioner
  - Graduate of a nationally accredited program
  - CPR certified
  - Knowledge of current principles, methods and procedures for the delivery of medical evaluation, diagnosis and treatment in area of expertise
  - Ability to convey a warm, caring attitude for patients while representing the best interest of APHCV
- HR Procedural requirements:
- Legal authorization to work in the United States
  - A valid California Driver's license with clean records and access to insured automobile
  - Completion of APHCV Health Assessment Form
  - Completion of DOJ background check

**PHYSICAL REQUIREMENTS:**

Must be able to materially perform the task normally associated with the position including but not limited to: ability to lift up to 40lbs.

**SEND or FAX resume and cover letter to:**

HR, Asian Pacific Health Care Venture, Inc.  
1530 Hillhurst Ave., Suite 200, Los Angeles, CA 90027  
hrresume@aphcv.org  
(323) 644-3892 fax

Or apply on-line by going to this link: <https://home.eease.com/recruit/?id=479880>

Questions may be directed to Dr. John Hoh at [JHoh@aphcv.org](mailto:JHoh@aphcv.org).  
Asian Pacific Health Care Venture is an Equal Employment Opportunity Employer (EEOE) and adheres to hiring practices in accordance to Federal and State regulations.