



**Job Title:** GISD Employee Clinic Nurse Practitioner      **Exemption Status/Test:** Exempt  
**Reports to:** GISD Employee Clinic Manager      **Date Revised:** October, 2015  
**Dept. /School:** GISD Employee Clinic

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**Primary Purpose:**

Provide diagnostics and therapeutic medical care and services to GISD school employees and eligible dependents.

**Qualifications:**

**Education/Certification:**

- Must complete a Bachelors' of Science or higher degree program from an accredited nursing program
- Must maintain a current license to practice medicine as a Nurse Practitioner by the Texas Medical Board
- Must maintain current Basic Life Support Certification
- Must attain continuing medical education credits as required by the Texas Medical Board

**Special Knowledge/Skills:**

- Possess a thorough understanding of the technical content of the position as well as the ability to apply these skills to health-related issues
- Possess the ability to develop a course of action to achieve work objectives while anticipating contingencies and develop alternate plans to meet completion deadlines
- Possess the ability to set priorities and make adjustments to meet fluctuating workloads
- Possess excellent oral and written communication skills
- Possess the logical process to gather and analyze information in order to take action or commit to a specific assignment.
- Possess strong assessment skills
- Possess the ability to handle stress of time restraints and emotional stressors
- Possess the ability to appropriately delegate responsibilities to the staff
- Respond to medical/health problems presented by patients including history taking, diagnosis, investigation, treatment and referral as appropriate
- Possess the ability to commission healthcare by liaising with medical professionals in the community and hospitals
- Responsible for maintaining the confidentiality of all patients according to HIPPA
- Responsible for meeting targets set by the government for specific treatments
- Keep up to date with medical developments, new drugs, treatments and medications
- Insure each patient is given the "standard of care".

**Experience:**

Preference is given to candidates with a minimum of two (2) years practical experience with patients.

**Major Responsibilities and Duties:**

1. Provide diagnostics and therapeutic medical care and services to GISD Employee Clinic patients, assist in the observation and evaluation of patients, take case histories, conduct physical examinations and order laboratory studies.
2. Make diagnoses, select and provide appropriate treatment for medical (life or death or severe injury), as indicated until emergency assistance arrives.
3. Assess a patient's condition and initiate the appropriate treatment.
4. Knowledge of pharmaceuticals to treat diseases and illness, to include knowledge of the mechanism of action, side effects, toxic nature and drug interaction of medications.
5. Interpret diagnostic tests in order to determine therapeutic treatment plans.
6. Deal with patients on a one-on-one basis.
7. Perform other duties as assigned.

**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors**

**Posture:** Prolonged standing, walking, stooping, bending and lifting

**Environment:** Exposure to bacteria and communicable disease

**Mental Demands:** Communicate effectively (verbal and written); interpret policies and procedures; make multiple decisions regarding patient's health; demonstrate mental quickness, ability to think on feet and use common sense; maintain emotional control under pressure situations

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.