

**Black River Memorial Hospital**  
**JOB DESCRIPTION/PERFORMANCE APPRAISAL**

<b>Job Title:</b> Physician Assistant/Nurse Practitioner Hospitalist	<b>Employee Name:</b>
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<b>Job Group:</b>	<b>Department:</b> Medical/Surgical	<b>Pay Type:</b> Exempt
<b>Reports To:</b> Hospital Medical Director	<b>Created on:</b> 10/22/14	<b>Revised:</b>

**POSITION SUMMARY:** Physician Assistant/Nurse Practitioner (Hospitalist) shall provide the very best high quality, cost-effective care to the patients assigned to the service through approved referral sources.

**I. Essential Duties and Responsibilities**

1. Provides appropriate medical services to all patients who are assigned to Hospitalist.
  - Consults with members of the medical staff regarding issues concerning the appropriate medical services to be provided to such patients.
  - Consults and cooperates with the clinical departments to facilitate patient care management.
  - Follows all existing referral patterns with respect to the referral of patients for specialist care.
  - Uses currently accepted methods and practices of medicine, adheres to applicable standards of care, medical ethics, policies and protocols.
  - Be responsible, on a case-by-case basis as the need arises, for taking all actions necessary to facilitate the appropriate transfer of a patient to or from another medical facility to gain access to skilled medical care.
2. Promotes and maintains a good working relationship with other members of the medical staff and employees.
3. Assists hospital in attaining any goals established from time to time regarding patient, employee and physician/midlevel satisfaction in connection with Hospitalist's delivery of the services.
4. Consults with quality manager to achieve better clinical outcomes for patients, improve the quality of patient care and maximize the efficient utilization of physician/midlevel and hospital resources.
5. Assists hospital with the appropriate medical assessment, treatment and timely discharge of patients admitted to hospital for observation.
6. Reports to Hospital Medical Director, on an as needed basis, material concerns about quality of care, delay in delivery of medical services to patients, or any patient concerns.
7. Works diligently with primary care physician/provider for a seamless transition from outpatient to hospital care with an accurate and timely discharge summary.
8. Obtains and maintains all medical staff appointments and clinical privileges as required by the hospital. The Hospitalist shall abide by and comply with all codes of ethics, rules, regulations and procedures adopted or established, from time to time, by the hospital and all applicable governmental or licensing authorities.
9. Complies with the requirements and standards of Medical, The Joint Commission and any other accrediting agencies designated as well as all applicable laws, rules and regulations.
10. Cooperates with hospital in implementing new procedures, controls and systems to promote and facilitate quality, cost controls, reimbursement functions, standardization of products and equipment, and any other requests made by hospital.
11. Provides effective and timely communications to referring or admitting physicians, patient and family concerning the clinical status of each patient admitted through the Hospitalist Program.
12. Promotes and maintains good public relations on behalf of hospital and assists hospital in attaining goals established regarding patient/employee/physician satisfaction in connection with delivery of clinical services pursuant to the terms of this Agreement. Hospitalists will be "goodwill ambassadors" of the hospital.
13. Follows and abides by the hospitals Standards of Conduct.

**Additional Duties**

14. Performs other duties as assigned.

**Educational Qualifications:**

- Current Wisconsin license as an Advanced Practice Nurse or Graduate of a nationally accredited Physician Assistant Program and maintain good standing on the BRMH Medical Staff.
- Not listed under the Office of Inspector General's List of Excluded Individuals/Entities database.
- Current DEA number and/or Nurse Practitioner Prescribing License.
- Certifications: maintain current ACLS.

**Work Relationship:**

- Reports directly to the Hospital Medical Director.
- Works regularly with physicians, pharmacist, department managers and staff from other departments.
- Regular contact with patients, families, public, vendors and other community healthcare agencies.

**Working Conditions:**

- Work is performed largely in a pleasant hospital environment with minimal chance for personal injury.
- Occasionally works near moving mechanical parts, airborne particles, toxic or caustic chemicals and risk of radiation.
- Occasionally exposed to risk of electrical shock.
- Regularly exposed to hazardous material such as needle punctures, blood and body fluids.
- The noise level in the work environment is usually moderate.

**Physical Requirements:**

- Frequently required to stand, walk, stoop, kneel or crouch.
- Occasionally required to sit or climb.
- Required to use hands to handle or feel objects, tools or controls.
- Frequently lift and/or move up to 35 pounds.
- Occasionally may need to move patients, equipment and/or supplies of more than 35 pounds with assistance.
- Requires specific vision abilities for far vision, near vision, depth perception, colors, accommodation and peripheral vision.
- Vision correctable to 20/40.

**Acknowledgement:**

This job description/evaluation describes the general nature and level of work performed by an employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the department manager or administration. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with disabilities.

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Employee Signature

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Date