

Professional Position Description

Title: Nurse Practitioner (or Advanced Practice Clinician)
Division: Student Affairs
Department: Health and Counseling Services
Location: Portland and Gorham
Schedule: Varies
Reports to: Director of Health and Wellbeing

Statement of the Job

The Nurse Practitioner/Advanced Practice Clinician has primary responsibility for the provision of high-quality health care services to restore, support, and maintain wellness for USM students and the University community. The position is designed to require qualifications consistent with a Family Nurse Practitioner; however, the essential functions may also be performed by other appropriately licensed advanced practice clinicians whose scope of practice permits them to carry out the full responsibilities of the position. Accordingly, the University may consider candidates with higher-level or alternative clinical credentials, not because those credentials are required for the position, but to avoid unnecessarily excluding otherwise qualified applicants who can perform the essential functions within their scope of practice.

The Nurse Practitioner/Advanced Practice Clinician performs in a manner consistent with applicable professional standards and within the scope of the individual's education, training, licensure, certification, and clinical privileges. The Nurse Practitioner/Advanced Practice Clinician contributes to the professional growth of self and others and participates in the achievement of departmental goals and objectives.

Essential Functions

- Evaluates the health status of patients using a holistic approach. Recommends treatment that incorporates the specific needs of college students and promotes student development.
- Provides first aid and emergency care to students, staff and faculty when needed.
- Educates, counsels and encourages behavior changes that promote wellness, monitors progress and refers as needed.
- Maintains clinical records using a SOAP note format (Subjective, Objective, Assessment, Plan) with demonstrated proficiency in use of electronic medical record and other technology used in the performance of daily functions.
- Demonstrates a clear commitment to a patient-centered, strengths-based philosophy of care and acts as a patient advocate as needed.
- Provides consultation to UHCS staff, participates in case reviews and in-service programs.
- Participates in team meetings and assumes committee assignments as requested.
- Engages in peer review and quality improvement tasks.
- Encourages community health education and participates in screening programs for USM and the community as needed.
- Maintains compliance with CLIA and OSHA regulations in performance of clinical functions, supervision of students and consultation with staff.
- Assists UHCS team with development and implementation of policies, budget, strategic planning and delivery of care.

- Participates in research initiatives when asked.
- Maintains knowledge of community resources.
- Ability to be credentialed with third party payers, knowledge of coding requirements and other skills relative to billing functions
- Additional duties as reasonably assigned.

Secondary Functions

- Interprets health fees and insurance coverage, immunization requirements and other policies to students, parents and others as needed.
- Maintains a clean and safe work environment, checking and maintaining emergency and clinical equipment in collaboration with the Director.
- Makes recommendations for purchasing supplies and assists in inventory maintenance in collaboration with Professional Nurses and Director.
- Performs own typing and word processing as needed.

Special Essential Functions*

- Direct access to or responsibility for controlled or hazardous substances.
- Direct responsibility for care, safety, and security of minors (under 18), incapacitated persons, or persons with developmental disabilities who participate in University-sponsored programs.
- **Essential position:** This position is designated as essential. Employees in this role are required to support critical University operations during emergencies, administrative leave, or campus closures, including but not limited to inclement weather, natural or human-caused disasters, and public health events. Depending on operational needs, the incumbent may be required to report to campus, work remotely, work from an alternate location, or remain on-site for an extended period of time.

Supervisory Responsibilities

- Precepts and mentors health professions students, trainees, interns, and other clinical learners participating in service-learning or clinical placement opportunities through Health and Counseling Services, as appropriate to the incumbent's professional credentials, scope of practice, and experience. May also provide mentoring to other clinical staff as assigned by the Director.

Budget Responsibilities

- Makes recommendations to the Director as appropriate.

Professional Activities Related to the Job

- Participates in continuing education and other professional development activities necessary to maintain applicable professional licensure, certification, clinical competency, and state practice requirements.

Internal and External Contacts

- **Internal:** Works with faculty and staff at all levels of the USM organization and the University of Maine system as needed. Director, Nurses, Nurse Practitioners, Physicians, Administrative Assistants, Counseling Staff, other University staff and faculty.
- **External:** Collaborates with area colleges, universities and the community as requested. Community resources and professional organizations as needed.

Knowledge, Skills, and Abilities

- Demonstrates the knowledge and clinical skill to apply prior professional healthcare experience in a college health, primary care, or ambulatory care setting.
- Ability to anticipate, identify, assess and manage crisis situations.
- Ability to communicate with individuals, groups and in writing.
- Ability to review, understand and apply concepts from medical/nursing literature, training programs and conferences.
- Proficiency in performing numerous technical and administrative activities such as giving injections, lab testing, venipuncture, operating office equipment.
- Ability to work with staff at all levels.

Qualifications

Minimum Education and Experience:

- Minimum two years of professional clinical experience in primary care, family medicine, adult medicine, ambulatory care, or a closely related setting.
- Graduate or professional degree required for the candidate's applicable clinical license.

Required Licensure and Certification:

- Holds, or must attain prior to hire, an active State of Maine license to practice as a Nurse Practitioner, Physician Associate, Physician (MD/DO), or other appropriately licensed advanced practice clinician whose scope of practice permits performance of the clinical responsibilities of the position.
- Holds current national certification appropriate to the candidate's profession and clinical specialty.
- Current BLS certification.
- Current DEA license, or eligibility to obtain DEA license.

Preferred Qualifications:

- Experience in ambulatory care and/or college health.

***NOTE:** All individuals who are recommended to fill and subsequently offered a position with **special essential responsibilities** as listed above, or other licensure or certification, shall have the following additional applicable background screening completed (in addition to regular and standard background screening) based on the responsibilities of the position: Credit history screening, and/or Sex offender registry screening, and/or Federal criminal history screening and/or License/certification verification.

HR Use Only

Approved	
Revised	Sept 2026
Job Family	02
Salary Band	06
Unit	UMPSA
CUPA Code	481100
Employee	
Position Number	00013343, 00013924, 00015084, 00025834
Compliance	ESS, BBP, RPP