

Professional Position Description

Position Title: Nurse Practitioner II
Division: Student Affairs
Department: Health and Counseling Services
Location: Portland and Gorham
Schedule: Various
Reports to: Director of Health Services

Statement of the Job

The Nurse Practitioner II has primary responsibility for the provision of high-quality health care services to restore, support and/or maintain wellness for USM students and the University community. The Nurse Practitioner II performs in a manner consistent with national standards of advanced nursing practice and within the scope of his/her individual nursing certification. The Nurse Practitioner II 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/Responsibilities*

- 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.
- Ability to drive a University vehicle and provide proof of a valid driver's license.
- Ability to drive colleagues, students or others and provide proof of a valid driver's license.
- Ability to provide own transportation (fully-insured vehicle), provide proof of a valid driver's license, and compliance with Maine law regarding vehicle insurance.
- Work on federally funded projects.

Supervisory Responsibilities

- Precepts student interns as part of service learning opportunities being offered through UCHS such as NP students, athletic training students, medical residents, MA students, etc. as deemed appropriate by Director. NP II also acts in mentoring capacity for NP I positions. Students who rotate through UHCS for their clinical practice site, as appropriate.

Budget Responsibilities

- Makes recommendations to the Director as appropriate.

Professional Activities Related to the Job

- Participates in continuing education programs to maintain national certification and meet state practice requirements.
- Attends relevant professional activities and initiates involvement with professional and community organizations.

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 skill to integrate past nurse practitioner experience with college health, in a primary/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

Required:

- Holds or must attain State of Maine license to practice as RN/APRN prior to completion of hiring process with approval to practice as an independent Nurse Practitioner in Maine.
- ANCC or AANP Certification as a Family or Adult Nurse Practitioner.
- Minimum 2 years nurse practitioner work experience.
- Current BLS certification.
- Current DEA License.
- Master's degree in Nursing.

License/Certifications:

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- Minimum 2 years nurse practitioner work experience.
- Current BLS certification.
- Current DEA License.

Preferred:

- 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	
Job Family	2
Salary Band	06
Unit	UMPSA
CUPA Code	481100
Employee	
Position Number	00013343, 00013924, 00015084, 00025834

Compliance	
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