

**Sample
Position Description
Nurse Practitioner
GS-12**

Introduction

The Nurse Practitioner Position is located within the National Institutes of Health, (Institute, Branch). The nurse practitioner is a Masters' prepared independently licensed nurse who provides medical evaluation and care to patients enrolled in research studies conducted by the (Institute, Branch). This activity is performed in collaboration with physician(s) of the (Branch), and other members of the multidisciplinary health care team. The nurse practitioner practice includes the screening of new patients who are candidates for protocols, medically managing them while on a protocol and providing their follow-up care. This activity may be performed in both the in-patient and outpatient setting. This medical management includes assessment of acute and non-acute clinical problems and toxicity's. Taking histories and physical examinations, ordering and interpreting data obtained from diagnostic tests and laboratory studies, ordering the appropriate medications and treatments, and providing patient and staff education. It also includes the participation in clinical rounds and conferences plus in-depth documentation through written progress notes and dictation summaries. The nurse practitioner maintains a high level of clinical competence in an area of specialty practice integrating the art and science of both nursing and medicine into practice. In addition, the nurse practitioner is expected to work with members of the community health care team.

A. Major Duties and Responsibilities

Clinical Practice

Practices within the Nurse Practice Act of the State of Maryland and the Medical Board of the Clinical Center with an approved Physician Agreement. The nurse practitioner must be certified by the American Nurse Credentialing Center (ANCC) or the National Certification Board of Pediatric Nurse Practitioners and Nurses (NCBPN/N) or other national certifying bodies.

Functions independently as a certified nurse practitioner for a patient population in collaboration with the Medical Senior Staff of the (Institute, Branch). Independently assesses acute and non-acute clinical problems and toxicity's. Performs and documents physical assessments and patient histories, analyzes trends in patient conditions, and develops, documents and implements a patient management plan in response to the data obtained. This also includes assisting in the development of the nursing plan of care in addition to providing appropriate patient/ family/significant other counseling and education.

Plans patient care based on in-depth knowledge of the specific patient population and/ or protocol, anticipating and identifying physiological and/ or psychological problems commonly encountered including the consideration of the patient's cultural background, level of understanding, personality and support systems. Serves as patient advocate.

Patient management includes the following: 1) writing admission, transfer and discharge orders; 2) ordering and interpreting appropriate laboratory and diagnostic studies; 3) ordering of appropriate medication and treatments; 4) referring patients for consultation when indicated i.e. dermatology, neurology, ophthalmology, endocrine, surgery, intensive care, infectious disease, hematology, psychiatry, social service, and dietary; 5) documentation through in-depth progress notes and dictation summaries.

May perform the following invasive procedures independently upon the completion of certification: lumbar puncture, bone marrow biopsy, thoracentesis, paracentesis, fine needle aspirate, Omayo reservoir access, central line removal, arterial blood gas, suturing and skin punch biopsy. Evaluates and interprets findings.

Participates in patient care rounds and conferences. Communicates patient management strategies to members of the patient care team. Collaborates with members of the multidisciplinary research team to ensure that patient management strategies are successful in meeting patient care and research needs.

Research Support

May serve as an associate investigator on protocols. Contributes to the implementation of specific protocols and the clinical management of patients on protocol. Collaborates with other disciplines in the obtaining and maintaining of informed consent/assent of patients on research protocols and prior to implementing invasive procedures.

Interviews and screens patients for entry onto protocols. Monitors and documents response to therapy and communicates findings to principle investigators with recommendations for appropriate intervention.

Leadership

Uses advanced communication skill to problem solve complex situations and to improve processes and services to patients and colleagues.

B. Knowledge, Skills and Abilities (KSAs) Required by the Position

Knowledge of a wide range of nursing and medical principles, theories, techniques, and practices to perform the clinical evaluation and the medical management of patients with (describe patient population)

Knowledge of clinical research in addition to the biological aspects of the disease process and illness in a research environment

Knowledge and ability to obtain and document complete health histories and physical examinations in addition to the ability to communicate and interpret the data obtained. Must have the ability to obtain and interpret clinical data as they relate to the diagnosis and treatment of the patient as well as educate patients and families about their medical condition.

Knowledge of community resources needed for patients and their families.

Ability to communicate effectively both verbally and in writing with advanced interpersonal communication skills. This includes the ability to perform computer-based work on a regular basis.

Knowledge of relevant ethical and legal aspects of providing healthcare to patients in a research environment

Knowledge of the research process, the importance of adherence to protocols, and the accuracy needed in collection and documentation of research data

Knowledge of administrative requirements, i.e., proper use of time, leave and attendance at required meetings.

Skill to cope with the stresses associated with the provision of care to complex patients participating in research protocols.

C. Supervisory Controls

A medical senior staff provides consultation when there is a question pertaining to a clinical issue. The name and signature of a Maryland licensed medical senior staff is written into an approved Physician Agreement to act as a consultant or to assign another physician to act as a consultant when the need arises. Patient management is performed with a high degree of independence and in accordance with established standards.

Incumbent is expected to make sound judgments, creatively solve complex clinical problems and reach valid conclusions. Results of work are subject to review but are generally accepted as accurate requiring minimal revision.

Incumbent establishes priorities independently in work organization, determines guidance needed and seeks appropriate assistance through established organizational channels.

Incumbent is responsible and accountable for his or her own actions and is answerable to: 1) the recipients of services (individuals, families) for providing safe and competent care; 2) self, peers, and the larger professional nursing and medical community for setting and maintaining acceptable standards of practice; 3) the institution and interdisciplinary health care team to work in accord with goals of institution and/ or clinical research.

D. Guidelines

Guidelines include the Nurse Practice Act of Maryland, journal articles, textbooks, approved clinical research protocols, agency policies and procedures, and recognized medical standards of care. Guidelines are available but not completely applicable to every situation likely to be encountered. The incumbent uses judgment in interpreting and, with some patient situations, adapting guidelines.

E. Complexity

The incumbent uses knowledge, skills, and judgment in performing complex patient care functions that are individualized for each patient. The incumbent must recognize and respond appropriately to deviations from normal. The work involves identifying, interpreting, analyzing, and evaluating patients' conditions and making alterations in treatment and diagnostic regimens. This requires the continuous development of knowledge and the ability to know when to obtain the appropriate resources and consultations while acting independently and exercising good judgment. In many cases, extensive research and analysis of a clinical problem may be required in the management of a complex illness.

F. Scope and Effect

The purpose of the work is ensure a high level of medical and nursing care in patients with a wide variety of disorders evaluated and treated by the (Institute/Branch). The incumbent is responsible for providing medical care of patients in the outpatient setting. This care may also extend to the in-patient setting. In addition the incumbent is responsible for assisting in developing the nursing plan of care. The work supports and enhances research protocols with immediate and long-range impact through care planning, patient teaching, family/significant other counseling and involvement with interdisciplinary colleagues.

G. Personal Contacts

On a daily bases, the incumbent will interact with physicians, nurses, medical technologists, laboratory scientists, pharmacists, social workers, administrators, other employees, community resources, patients and their families and significant others.

Contacts may also include those made in professional associations and organizations.

H. Purpose of Contacts

Contacts are for the purpose of insuring that medical care is appropriately maintained. Patients may be fearful, or hesitant requiring great skill in approaching the patient to obtain the desired effect. This includes coordinating the performance of diagnostic studies and discussion about results, answering inquires by patients, and counseling patients and their families/significant others about their disease and plan of care.

The purpose of contacts outside the institution is primarily to ensure continuity of medical care. Outside contact may also include the provision and exchange of clinical trial data as well as providing information about innovations in patient care.

I. Physical Demands

Prolonged periods of walking and standing are required as well as the ability to bend and stoop. High levels of stress may be experienced in relation to working with patients with (place patient population descriptive ie. chronic or terminal illness, addictions etc.....).

J. Work Environment

The incumbent works in the patient care area of (specify location). Gowns, gloves, goggles and masks may be worn at times due to isolation precautions and in order to comply with universal precaution guidelines. The incumbent may have contact with patients who have communicable diseases.

Other Significant Facts:

Must have completed a Master's prepared Nurse Practitioner Program, be certified and licensed by the Maryland Board of Nursing and be credentialed by both the Nursing Department and Medical Board of NIH. **Must have at least 2 years of experience as a registered nurse***. Must demonstrate the skills necessary to assist in the management of patients and be certified in Basic Cardiac Life Support.

*differs from the GS13 Nurse Practitioner PD