



700 Columbine St., Sterling, CO 80751 - (970) 522-3741 – (877) 795-0646 - [www.nchd.org](http://www.nchd.org)

<b><u>Job Title:</u> Family Planning Nurse Practitioner</b>	
<b><u>Pay Range:</u> \$110,000 - \$125,000 annually</b>	<b><u>Updated:</u> August 2024</b>
<b><u>Supervisor</u> Director of Client Health Services</b>	<b><u>Location</u> Any NCHD Office</b>
<b><u>Schedule:</u> Monday-Friday, 8:00am - 5:00pm</b>	<b><u>Employee Type</u> Full Time</b>
<b><u>Education:</u> Completed Nurse Practitioner or Certified Nurse Midwife program and is certified as a Women’s Health Care Nurse Practitioner (WHNP), Family Nurse Practitioner (FNP), or Certified Nurse Midwife (CNM) by a national certification organization.</b>	<b><u>License/Certificates</u></b> <ul style="list-style-type: none"> <li>• Driver’s License (Required)</li> <li>• CPR</li> <li>• License/Certification as a WHNP, FNP or CNM.</li> </ul>

### **General Statement of Duties**

The Family Planning Nurse Practitioner specializes in the health needs of family planning patients. This practitioner provides health care around family planning, assuming the responsibility for the initiation and maintenance of patients in the family planning program. The Family Planning Nurse Practitioner collaborates with the medical director and follows protocols signed by said medical director, and ensures the provision of quality program services to clients served by the agency. The Family Planning Nurse Practitioner may also provide leadership in all aspects of the family planning program.

### **Primary Duties and Responsibilities**

The Family Planning Nurse Practitioner will have responsibilities in both direct patient care and in clinic operations.

Direct Patient Care:

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- Provides and ensures quality health maintenance and therapeutic care for patients of all genders and ages who are seeking reproductive/sexual health care services.
- Practices in accordance with established protocols. Consults with physician as needed.
- Uses plain language and interpersonal skills to effectively interact with patients from a diverse population. Uses empathy and listening skills to provide counseling and instruction in the promotion of health, use of medication or medical interventions, and for the prevention of disease.
- Conducts physical examinations on patients, including examination of breasts, abdomen, pelvis, rectal area, and related testing (primary HPV screening, cervical cytology, STI testing, wet preps, POC testing). Effectively employs working knowledge of anatomy and physiology to explain the physical exam to the patient.
- Uses working knowledge to conduct common screening, diagnostic tests, and clinical skills in the diagnosis and treatment methods of common gynecologic problems including sexually transmitted infections.
- Teaches and counsels individuals, families, groups and other providers about family planning, sexually transmitted infections, and its connection to overall health and wellness. Promotes health maintenance and disease prevention.
- Consults with the medical director about high-risk patients, and patients with abnormal test/examination results.
- Proficiently reviews medical histories and updates charts, recording all aspects of examinations and patient visits.
- Determines and prescribes appropriate contraceptive methods based on patient medical history, examination results, and patient personal preference.
- Determines and prescribes appropriate treatment for sexually transmitted infections, including presumptive treatment and expedited partner treatments.
- Completes appropriate referrals and follow-up based on Colorado Title X requirements and program protocols.
- Performs related services in specialty areas including IUD insertion and removal, and Nexplanon insertion and removal.
- Other duties as assigned.

**Clinic Operations:**

- Provides relevant instruction to new employees, interns and students.
- Exercises independent judgement and demonstrates the ability to seek supervision and consultation.
- Develops and maintains effective working relationships with colleagues, representatives of other agencies, and members of the community.



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- Travel as required for the efficient operation of any NCHD clinics. Some travel may be determined same day, based on program needs.
- Monitors expenditures of the Family Planning program in efforts to align spending with budget allowable amounts.
- Completes quarterly reporting for program purposes. Facilitates monitoring and site visits with program representatives from CDPHE.
- Other duties as assigned.

## **Qualifications and Experience**

A successful Family Planning Nurse Practitioner will have the following qualifications and experiences:

- Demonstrated proficiency in provision of women’s health care, family planning, and sexually transmitted infection services.
- Experience and understanding of Colorado’s Title X program.
- Proficient in use of PPE and medical equipment used to conduct physical examinations including stethoscope, speculums, and point of care tests.
- Must be able to navigate computer programs to include electronic health record, internet, email, etc.

## **WORKING ENVIRONMENT**

This position involves working in an office environment. Familiarity with general office equipment such as computers, copy machines, and fax machines, is required. NCHD also requires the use of computer programs such as calendars, email, virtual meetings, MS Office products, etc. Daily activities may involve standing, sitting, driving, stooping, kneeling, climbing, lifting, carrying, transferring objects, reaching, pushing, and pulling. Periodic travel is expected of all staff throughout the 6-county region (Logan, Morgan, Phillips, Sedgwick, Washington, and Yuma Counties). Stairs are present in many offices. The climate and/or temperature, depending on assignment, may be uncomfortable at times.

## **DRUG-FREE WORKPLACE STATEMENT**

In 1988, Congress enacted the Drug-Free Workplace Act. This law requires employers who contract with or receive grants or funding from federal agencies to certify that they will meet certain requirements for providing a “Drug-free workplace.” The Northeast Colorado Health Department intends to comply with all provisions of the Act. Therefore, to ensure a safe working environment, it is the policy of Northeast

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Colorado Health Department that use of alcohol, other drugs, or controlled substances during work hours is prohibited. Likewise, it is the policy of Northeast Colorado Health Department that illegal possession, manufacture, use, sale, or transfer of a controlled substance on NCHD property or during work hours by its employees is prohibited.

### **EQUITY IN THE WORKPLACE**

Northeast Colorado Health Department recruits, hires, employs, trains, promotes, and compensates individuals based on job-related qualifications and abilities. The Northeast Colorado Health Department also has a policy of providing a work environment that respects the dignity and worth of each individual and is free from all forms of employment discrimination, including harassment, because of race, color, sex, gender, age, religion or religious creed, national origin, ancestry, citizenship, marital status, sexual orientation, gender identity, gender expression, genetic information, physical or mental disability, military or veteran status, or any other characteristic protected by law.

### **HIPAA STATEMENT**

It is the intention of the Northeast Colorado Health Department (NCHD) to ensure the confidentiality and integrity of protected health information of both patients and employees, as required by HIPAA, professional ethics, accreditation standards, licensure requirements, and any other legal requirements. Employees/students/volunteers are expected to follow NCHDs policies, guidelines and standards for workforce performance expectations which are mandated by HIPAA.

### **EMERGENCY PREPAREDNESS AND RESPONSE DUTIES**

Employees are required to complete Northeast Colorado Health Department provided emergency response training, exercises, and drills to prepare for a public health emergency. As First Responders, employees are required to support public health emergencies, incidents and events.

### **BENEFITS INCLUDE:**

- Medical insurance options at the beginning of the month after hire.
- Dental insurance options at the beginning of the month after hire.
- Vision insurance options at the beginning of the month after hire.
- Voluntary benefit options available at the beginning of the month after hire.
- PERA Retirement upon hire.
- 401K participation.
- PSLF Eligible employer.

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- 2 hours/month wellness leave (non-accruing) (full-time only).
- Paid sick time (part-time only).
- Paid time off (full-time only), accrues at 19 hours/month.
- 12 paid holidays/year.

Signature \_\_\_\_\_ Date \_\_\_\_\_