



Job Title: Team Leader / Adv Practice
26760-Rex Vascular Surgical Spec

Creation Date: Jul 22, 2017 07:15:14am

Last Updated: Jul 26, 2017 01:55:56pm

Position: 26760 3431 Jul 26, 2017 01:55:56pm up to present

Department: 26760-Rex Vascular Surgical Spec

FLSA Exempt Status: Exempt

Job Summary: The Vascular Team Lead NP/PA is an advanced practice provider (APP).

Job Description: Essential Duties and Responsibilities are as follows. Other duties may be assigned. 1. The Vascular Surgery NP/PA is an advanced practice provider (APP) with specialized training, experience, and education in the care of vascular patients in the outpatient, inpatient, emergency department, operating room (both open and interventional), and ICU setting. Patient population includes adolescence through adulthood. 2. The Vascular Surgery APP will provide care to inpatients with varying levels of care from observation, intermediate, step-down, to intensive care. This care is continuous and comprehensive, and shall be provided using a collaborative model involving patients, families, nurses, and other healthcare providers. The vascular APP will assess patients through health history, physical and mental examination, and health risk appraisal. Diagnostic reasoning, advanced therapeutic interventions, consultation and referral to other nurses, physicians, and other providers shall be intrinsic components of this role. 3. The Vascular Surgery APP is responsible for the coordination of a patient's care assuring that the healthcare team, in conjunction with the patient's family, develops and outcome focused multidisciplinary plan of care consistent with current scientific and clinical practice knowledge. 4. The Vascular Surgery APP's daily duties include, but are not limited to: inpatient rounds, outpatient clinic, consultations in the emergency department and hospital, admissions, discharges, 1st assist in the operating room. 5. Diagnostic reasoning, coordination of care for assigned patients, advanced therapeutic interventions, consultation, and referral to and collaboration with other nurses, physicians, and other providers shall be intrinsic components of this role. As the Team Lead for the Vascular APP Team, allocation of time will include 50% of their time to clinical (described under section 1), and 50% toward management (described under section 2). Management Duties and Responsibilities. Other duties may be assigned. As the Vascular APP Team Lead, allocation of time will include 50% of their time to clinical (described under section 1), and 50% toward management (described under section 2).

SPECIFICATIONS

<u>Description</u>	<u>Minimum Required</u>	<u>Preferred / Desired</u>
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Experience

At least four years previous related experience desired.

Education

Masters in Nurse Practitioner or Masters - Physician Assistant.

Training

Special Skills

Language Skills: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory

agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors. Mathematical Skills: Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis. Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Licensure

Must have a current RN & NP Licensure or PA Licensure, ACLS, and BCLS certifications. ACLS, BCLS, NP, PA NC LIC, RN NC LIC

Reporting Relationships

Does this position formally supervise employees? Yes

If set to YES, then this position has the authority (delegated) to hire, terminate, discipline, promote or effectively recommend such to manager.

WORK ENVIRONMENT

Functional Demands	Light
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Label	Short Description	Full Description
Sedentary	Very light energy level	Lift 10 lbs. box overhead. Lift and carry 15 lbs. Push/pull 20 lbs. cart.
Light	Moderate energy level	Lift and carry 25-35 lbs. Push/pull 50-100 lbs. (ie. empty bed, stretcher)
Medium	High energy level	Lift and carry 40-50 lbs. Push/pull +/- 150-200 lbs. (Patients on bed, stretcher) Lateral transfer 150-200 lbs. (ie. Patient)
Heavy	Very high energy level	Lift over 50 lbs. Carry 80 lbs. a distance of 30 feet. Push/pull > 200 lbs. (ie. Patients on bed, stretcher) Lateral transfer or max assist sit to stand transfer.
Other

Activity Level Throughout Workday

Physical Activity Requirements	Occasional (0-35% of day)	Frequent (36-66% of day)	Continuous (67-100% of day)	Not Applicable
Sitting	X			
Standing		X		
Walking		X		
Climbing (e.g., stairs or ladders)	X			
Lifting - Floor to waist level	0 lbs.	0 lbs.	0 lbs.	
Lifting - Waist level and above	0 lbs.	0 lbs.	0 lbs.	
Carry objects	X			
Push/Pull	X			
Twisting	X			
Bending	X			
Reaching forward	X			
Reaching overhead	X			
Squat/kneel/crawl	X			
Wrist position deviation	X			
Pinching/fine motor activities	X			

Keyboard use/repetitive motion		X			
Taste or Smell					X
Talk or Hear				X	
Sensory Requirements					
	Accurate 20/40	Very Accurate 20/20	Not Applicable		
Near Vision	X				
Far Vision	X				
	Yes	No	Not Applicable		
Color Discrimination	X				
	Minimal	Moderate	Accurate	Not Applicable	
Depth Perception	X				
Hearing	X				
Environment Requirements					
Occupational Exposure Risk Potential			Reasonably Anticipated	Not Anticipated	
Bloodborne Pathogens			X		
Chemical			X		
Airborne Communicable Disease			X		
Extreme Temperatures			X		
Radiation				X	
Uneven Surfaces or Elevations			X		
Extreme Noise Levels			X		
Dust/Particulate Matter			X		
Other (List)			Clinical Responsibilities / Workload 60%, and Management Responsibilities / Workload 40%.		
Usual workday hours			8		

JOB STANDARDS

Total Weight 50%

Job Standards	Weight
1. Essential Duties and Responsibilities are as follows. Other duties may be assigned. 1. The Vascular Surgery NP/PA is an advanced practice provider (APP) with specialized training, experience, and education in the care of vascular patients in the outpatient, inpatient, emergency department, operating room (both open and interventional), and ICU setting. Patient population includes adolescence through adulthood. 2. The Vascular Surgery APP will provide care to inpatients with varying levels of care from observation, intermediate, step-down, to intensive care. This care is continuous and comprehensive, and shall be provided using a collaborative model involving patients, families, nurses, and other healthcare providers. The vascular APP will assess patients through health history, physical and mental examination, and health risk appraisal. Diagnostic reasoning, advanced therapeutic interventions, consultation and referral to other nurses, physicians, and other providers shall be intrinsic components of this role. 3. The Vascular Surgery APP is responsible for the coordination of a patient's care assuring that the healthcare team, in conjunction with the patient's family, develops and outcome focused multidisciplinary plan of care consistent with current scientific and clinical practice knowledge. 4. The Vascular Surgery APP's daily duties include, but are not limited to: inpatient rounds, outpatient clinic, consultations in the emergency department and hospital, admissions, discharges, 1st assist in the operating room. 5. Diagnostic reasoning, coordination of care for assigned patients, advanced therapeutic interventions, consultation, and referral to and collaboration with other nurses, physicians, and other providers shall be intrinsic components of this role. As the Team Lead for the Vascular APP Team, allocation of time will include 50% of their time to clinical (described under section 1), and 50% toward management (described under section 2).	35.0%

Essential Duties and Responsibilities	
1.1	Maintains an environment of safety for patients, self and others.
1.2	Performs a complete evaluation on new patients and consults to include: a history of present illness (to include location, severity, timing, modifying factors, quality, duration, context, and associated signs and symptoms), past medical / surgical history, review of systems with documentation of pertinent positives and negatives, family and social history, med list, allergies, comprehensive physical examination (P.E.) of 8+ systems, formulating appropriate diagnosis, and develop & implement plan of care that is reflective of appropriate medical decision making.
1.3	Orders and/or performs, evaluates, interprets and integrates findings of diagnostic tests and procedures to formulate a new health management plan or a modification to the current management plan based on the patient's condition. Provides the appropriate patient education concerning the

	need, preparation, nature, and effect of diagnostic and therapeutic procedures.
1.4	Continuously evaluates and reevaluates the patient's condition and makes recommendations for the health management plan with full consideration of evidence based practice guidelines, patient safety needs, and desired outcomes while ensuring that the patient / family is actively engaged in decision making and formulation of the health management plan.
1.5	Prescribes medication as permitted by the N.C. Board of Medical Examiners and / or N.C. Board of Nursing according to evidence based guidelines / recommendations and under the direction of supervising physician or their designee.
1.6	Provides patient/family education and counseling with full consideration to patient's individual learning and safety needs.
1.7	Maintains patient's medical records according to established standards and documents in a clear, systematic, accurate and succinct format.
1.8	Coordinates and communicates patient care needs with the patient / family, physician and/or other health professionals on an ongoing basis. Other professionals include: nursing, cardiovascular specialists, respiratory, rehab services, clinical documentation specialists, discharge planners, case managers, pastoral care, and other Rex Healthcare ancillary support team members.
1.9	Appropriately refers patients to physicians or other specialized healthcare resources for consultation/treatment as appropriate. Maintains timely and clear communication with all consulting providers/healthcare resources.
1.10	Demonstrates the ability to provide quality care for all assigned patients in a timely manner.
1.11	Demonstrates ability to manage the patient care requirements for preadmission testing and the pre / post procedural area to maintain patient throughput.
1.12	Prepares patient / family for discharge by completing all the required EMR documentation (orders, DC instructions, and DC summary), patient education / counseling, and coordination of pertinent follow up / referrals or home care needs in a timely manner.
1.13	Demonstrates the ability to function as leader of the team and performs as well as develops coworkers to efficiently and effectively perform the following essential functions: coordinate admissions, consults, rounds, urgent patient care needs, nurse requests, and the requests of other healthcare team members with the appropriate MD, APP to ensure timely, quality care and outcomes.
1.14	Consistently completes and manages EPIC in basket tasks.
1.15	Demonstrates the ability to provide quality care for all patients they are assigned in a timely manner.
1.16	Demonstrates the ability to coordinate patient care needs throughout the transitions of care during the hospitalization to discharge; in the Outpatient Setting; and in the Preoperative and Post Operative Period.
1.17	Demonstrates the ability to timely and effectively communicate changes in patient condition or patient care needs that requires collaboration with the supervising / attending MD.
1.18	Demonstrates the ability to provide timely follow up, feedback and documentation to patients for which they have provided care.
1.19	As required by licensing body and medical staff bylaws: participates in continuing education and/or continuing medical education, maintains current licensure with by the N.C. Board of Medical Examiners or N.C. Board of Nursing / current DEA licensure, and current BLS & ACLS.
1.20	Complies with departmental, hospital and regulatory policies and procedures.

Job Standards		Weight
2.	Management Duties and Responsibilities. Other duties may be assigned. As the Vascular APP Team Lead, allocation of time will include 50% of their time to clinical (described under section 1), and 50% toward management (described under section 2).	15.0%

Essential Duties and Responsibilities	
2.1	Manages daily operations associated with the Vascular APP Program. Ensures the availability of qualified APP staff - works with the Practice Manager / APP Director through interviews and on boarding of new Rex APP coworkers working closely with HR and the recruiters. Reports any issues, concerns to the APP Director.
2.2	Maintains proper staffing (based on budgeted FTEs) and oversees scheduling to ensure adequate staffing, evaluating and approving time off requests, and assisting with time keeping responsibilities. As appropriate, will coordinate staff rotation to all practice areas to maintain competency and flexibility of staff to meet the needs of patient volume and acuity. Will educate, mentor and as needed provide disciplinary actions related to a coworker's schedule or attendance. Communicates any staffing, scheduling, and attendance issues to the Practice Manager / APP Director.
2.3	Monitor and evaluate staff performance to ensure high quality, accuracy, completeness, and adherence to departmental policies and procedures. Provides professional feedback and staff development through ongoing evaluation of performance and completion of performance evaluations, which will be finalized by the Practice Manager / Director. Complies with HR policies and procedures regarding any disciplinary or performance issues or actions. Communicates any disciplinary or performance issues or concerns to the APP Director.
2.4	Works in conjunction with Practice Manager, APP Director, and physicians in the revision of or establishment of pertinent policies or procedures related to the vascular patient population.
2.5	Coordinates work of staff to include: orientation and ongoing education to ensure staff are appropriately and adequately trained for job responsibilities and have a clear understanding to include: job expectations; planning, assigning and prioritizing work. Addresses complaints, resolves problems, and assists with the coordination of students.

2.6	Leads team in providing high quality, cost effective care. Is instrumental in keeping up to date on new technologies and standards on a national level. Integrates findings and recommendations into practice as appropriate.
2.7	Participates on various organizational committees and teams and communicates the information to team members.

ORG STANDARDS

Total Weight 50%

Job Standards		Weight
1.	Employee Organizational Standards	50.0%

Essential Duties and Responsibilities	
1.1	COMMUNICATION: Uses appropriate methods to clearly convey information to others in an engaging way, which helps others understand and retain the message.
1.2	COLLABORATION: Works with others respectfully and openly; provides help to achieve shared goals.
1.3	SERVICE: Anticipates and meets or exceeds all patient/customer needs and pro-actively takes responsibility for ensuring their quality care experiences. All co-workers will be held to standards and behaviors guided by the UNCHCS Service Framework.
1.4	SAFETY: Meets or exceeds patient and co-worker safety requirements while promoting and achieving quality outcomes.
1.5	ACCOUNTABILITY: Takes ownership for goals and outcomes; effectively and efficiently uses available resources to successfully complete tasks.
1.6	IMPROVEMENT: Identifies opportunities and takes action to continuously improve processes. Maintains effectiveness and flexibility during change.

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