*Disclaimer:*

*This document is provided as an example only and is intended as a starting point for physicians to engage in discussions with their clinic partners and professional advisors (including legal and financial experts) to develop hiring resources specific to physicians’ individual needs and preferences.*

*These examples do not constitute the provision of professional advice. Doctors of BC does not provide legal or financial advice to members and is not liable in any way for use of its general informational resources. Members are encouraged to obtain professional legal and/or financial advice whenever changing their business model, including through the establishment of new positions and the process of hiring staff. Professional legal and financial advisors can support you in knowing and complying with the range of applicable laws, policies, guidelines and regulatory requirements governing your practice and your rights and responsibilities as an employer.*

**Nurse Practitioner (NP) Job Description**

|  |  |
| --- | --- |
| Job Title | Nurse Practitioner |
| Reporting to | [Insert reporting Clinic Owner, Medical Director or Office Manager name/title] |
| Family practice | [Insert practice name] |
| Location | [Insert practice location] |

*[Physicians encouraged to add or remove duties and responsibilities, additional qualifications & skills and abilities that apply directly to their clinic needs]*

**Job Summary:**

Nurse practitioners have advanced knowledge, nursing experience, and a specialty of practice. In this role, it is important that the nurse practitioner can confidently work to make patients feel safe and comfortable. Moreover, the nurse practitioner should provide a range of health services to patients and deliver preventive and continuous care toward the management of patients' health. Our nurse practitioner will work collaboratively with physicians, other nursing colleagues, and health-care providers. Employment will be *[name of clinic]*.

**Duties and Responsibilities:**

* Examine patients, take their medical histories, and consult with physicians and other medical practitioners to evaluate patients' physical and mental health.
* Order laboratory tests, X-rays, and other diagnostic procedures.
* Inoculate and vaccinate patients.
* Advise patients and their families on health care including health promotion, disease, illness, and accident prevention.
* Collaborate with members of an interdisciplinary health team such as the patient family physician, therapist, and nutritionist to plan, implement, coordinate, and evaluate patient care.
* Engage in patient advocacy.
* Prescribe and administer medications.
* May co-ordinate or manage primary patient care.

**Qualifications:**

* Nurse practitioners require a master's degree in nursing or completion of a nursing program with additional advanced or extended primary health care nursing education, including several years of practice as a registered nurse.
* Registration with a regulatory body is required for nurse practitioners in all provinces and territories.

**Skills and Abilities:**

* Adhere to nursing process as outlined in BC College of Nurses and Midwives Standards of Nursing Practice.
* Demonstrate clinical competence.
* Work effectively as part of a multidisciplinary team and with patients and their caregivers/families.
* Intervene in crisis or difficult situations. Demonstrate conflict resolution, critical thinking, and problem-solving skills.
* Utilize sound judgment, good observation and assessment skills, tact, and empathy. Fact-find and seek out information and/or resources.
* Organize and prioritize work, service needs, and delivery of service. Maintain a commitment to continuing professional development as required by the employer.
* Communicate effectively, both verbally and in writing.
* Promote positive change.
* Foster and promote good public relations.
* Operate equipment, including computers.
* Physically and emotionally able to carry out the duties of the position.

**Contact Information:**

**Please contact\_\_\_\_\_\_\_\_\_\_\_\_ for more information or questions regarding this job description.**

**Please submit resume and cover letter to \_\_\_\_\_\_\_\_\_\_\_\_\_**

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