

**COMMUNITY HEALTH CENTER OF FRANKLIN COUNTY
POSITION DESCRIPTION**

JOB DESCRIPTION	
POSITION TITLE:	Per Diem Sexual & Reproductive Health Clinical Preceptor
POSITION SUMMARY:	Works closely with collaborating physician(s), nurse practitioner(s), and other members of the primary care team to teach LARC placement and removal skills.
REPORTS TO:	Chief Medical Officer (CMO)
FLSA STATUS:	

PRIMARY RESPONSIBILITIES:

- 1) Teaching:
 - a) Instruct clinicians (NP, DO, MD) with varied experience levels in IUD and implant removal and placement.
 - b) Demonstrate IUD and implant placement and removal procedures for clinicians.
 - c) Evaluate clinicians' readiness to place and remove IUDs and implants using the competency checklist provided by CHCFC.
 - d) Maintain clinical competency and knowledge of current evidenced-based practices for providing contraceptive care.
- 2) Coordinate with the Sexual and Reproductive Health Program Manager and Medical Director to block time for precepting clinics.
- 3) Documents all patient care appropriately and legibly in the medical record per health center protocols using the appropriate visit templates. This includes the following: problem list, medication list, allergies and alerts (including code status); specific orders, including indication or diagnosis, for all medical advice, diagnostic testing, treatments, referrals and medications prescribed (including specific dose, route, frequency, number dispensed and refills, including for sample medications). For comprehensive visits, documentation includes chief complaint, history of present illness, past medical or interval history (including tobacco status), current or interval medications, allergies, relevant or interval family and social history (including health status of first degree relatives, current household members, education and occupation), relevant review of systems and physical examination.

- 4) Seeks appropriate consultation and clinical supervision as required by Massachusetts regulations and standards from supervising physicians and medical director, including transfer of patients exceeding professional skills, abilities or comfort.
- 5) Provides billing data to appropriate health center staff in a timely manner, per policy (end of day of service for office).
- 6) Maintains all of the following professional credentials at all times and provides health center administration with updated copies: nurse practitioner or physician assistant diploma, updated licensure applications, professional license(s) and board certification, DEA and state-controlled substance certificates, CPR or ACLS certification, continuing education certificates. Additional relevant credentials may also be provided for inclusion in the personnel file such as: related advanced degrees, professional publications and documentation of other related accomplishments.
- 7) Informs health center administration immediately of any adverse event in the course of patient care, potential or pending litigation, investigation or disciplinary action by professional licensing board.
- 8) Abides by all policies and procedures established by the health center.

REQUIRED SKILLS, EDUCATION & EXPERIENCE:

Education: Completion of an accredited master's level program for Nurse Practitioner (Advanced Practice Nursing), Certified Nurse Midwife, Physician Assistant.

Experience: At least two years of primary care experience strongly preferred.