

# PHILLIPS EXETER ACADEMY



## Position Description

**TITLE:** NURSE PRACTITIONER/PHYSICIAN'S ASSISTANT (PER-DIEM)

**LOCATION:** Health Services Department, Lamont Health and Wellness Center

**REPORTS TO:** Dual report to: Medical Director of Health Services for clinical supervision and Administrative Director for administrative supervision

**HOURS:** On a per-diem/on-call basis when the full-time mid-level practitioner is unavailable; any hours requested will be between 9:00 am to 5:30 pm Monday through Friday, during the academic year

**CLASSIFICATION:** Non-exempt, staff

**FUNCTION:** Position is responsible for providing primary care to students with physician consultation as needed. Support the day-to-day clinical operations of the health center to ensure effective, efficient, and patient-centered services in order to promote the health and well-being of all students who receive care from Health Services.

## ESSENTIAL DUTIES:

- ~ Diagnosing, treating and following-up acute illnesses triaged by nursing staff or by direct referral. Consulting with and referring to physician as appropriate.
- ~ Prescribing medication to students as needed.
- ~ Working with individual students to increase appreciation of health and assumption of responsibility for their own health.
- ~ Communicating with parents regarding health status of their children.
- ~ Communicating with faculty/administration as appropriate regarding student health-related issues, appropriate adjustments of students schedule, etc.
- ~ Identifying emotional and psychosomatic concerns for referrals, as appropriate, to Counselors.
- ~ Maintaining liaison with Athletic Trainers, with referrals as appropriate.
- ~ In absence of the Medical Director; responsible for coordinating medical management of Health Services.

## QUALIFICATIONS:

**Education/Training:** Must be a board certified Nurse Practitioner or Physician's Assistant

**Experience:** 3-5 years of experience treating adolescents or young adults (e.g. family practice, internal medicine, or pediatrics) preferred. Experience in women's healthcare required. Must be licensed in the State of New Hampshire and hold National Certification as an ARNP or PA.

**Physical Demands:** To perform the essential functions of the job, the following applies: must be physically and mentally capable of functioning in a fast-paced environment; must be able to spend long periods of time on feet; must be able to climb stairs.

**DATE: DECEMBER 9, 2011**