

Health Care Job Function

HLT Nurse Practitioner IV

Grade: 58

Job Code: W0758P

Job Family: Nursing

Job Family Matrix: [Nursing Matrix](#)

Summary

Work interdependently with physicians, other nurse practitioners, nurses, and health assistants supporting the delivery of care including health maintenance and episodic care to the student, staff, faculty, and their dependents.

Typical Core Duties

- Responsible for the assessment, diagnosis, and treatment and follow up of common urgent care illnesses and injuries
- Facilitate patient's transition within and between health care settings, e.g. admitting, transferring, and discharging patient
- Develop and implement a plan of care, including treatments and medications
- Analyze patient's response to treatment plan and revise plan if necessary
- Provide patients with prescriptions and referrals as appropriate
- Provide travel health consultation, immunizations, and related services
- Educate patients about preventative care and prescribed treatments
- Ensure compliance with University policies and procedures and applicable legal rules and regulations

Basic Qualifications

- Master's degree
- Graduate of accredited nursing program
- Minimum of 2 years' relevant work experience

Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite, intermediate Excel skills
- Experience with emergency/urgent care and associated procedures, phlebotomy, IV insertion, previous Nurse Practitioner experience, travel health counseling
- Previous experience with an electronic medical record
- Ability to organize tasks, problem solve, and respond in times of multiple demands and urgent situations

Certificates and Licenses

- Licensed in Massachusetts with authorization to practice as a Certified Nurse Practitioner in the state of Massachusetts
- State and federal DEA certificate

Physical Requirements

- Lifting (approximately 20 to 30 pounds), bending, and other physical exertion
- Ability to stand for extended periods

Working Conditions

- May be required to work nights and weekends