TRINITY HOSPITAL (owned and operated by Mountain Communities Healthcare District)

**Job Title:** Mid-Level Practitioner  
**FLSA Status:** Non-exempt  
**Location:** Rural Health Clinic

**Supervisor:** Manager of Rural Health Clinic  
**Category:** ___Regular ___Part-time ___Casual ___Temporary

**Note:** Regular, part-time, casual and temporary categories of employees are defined in the Employee Handbook. For a temporary employee, the nature of the position is for a specified amount of time. For the casual employees, the work hours are intermittent (variable based on hospital needs). Temporary and casual categories are not entitled to certain benefits, as per the Employee Handbook.

1. **Scope and Range of Responsibility:** The mid-level practitioner is a professional who provides mid-level patient care to patients of the rural health clinic. The mid-level practitioner is responsible for teaching, implementing and evaluating the care, with a patient outcome focus. The position treats, cares for patients of all ages and is responsible for ensuring those services, programs and employees under their supervision and direction meet and follow all state and federal rules and regulations applicable to Critical Access Hospitals.

2. **Organizational Structure:** The incumbent’s supervisor is the Manager of Rural Health Clinic. The Manager of Rural Health Clinic is responsible to the Director of Rural Health Clinics.

3. **Mission Elements of Mountain Communities Healthcare District:** MCHD provides patient care to residents of Trinity County. In addition, we offer a full-service emergency room, OR services, acute care, a skilled nursing facility, rural health clinics and a dental clinic. It is our mission to provide excellent patient care and customer service to all who walk through our door.

4. **Position Responsibilities and Duties:** *Position Responsibilities* are rated as part of the employee’s competency-based performance appraisal. Within the parameters established by the Chief Executive Officer, and approved policies and procedures, the incumbent is assigned the following position responsibilities and duties:
   - **Provide primary care as per the collaborative agreement/protocols on file in the RHC and according to the policies and procedures of the health clinic**
   - **Practice within the scope of practice as delineated by the practitioner’s education, experience and policies of the clinic**
   - **Comply with all appropriate requirements for clinic quality assurance and certification**
   - **Maintain licensure and/or board certification**
   - **Must have clear verbal and written communication skills**
   - **As a member of the QA committee, shall participate in the review of at least fifteen (15) patient medical charts per quarter**
   - **Assist the Medical Director in development of new policies and procedures as needed**
   - **In consultation with the physician, make necessary referrals and/or consultations that cannot be provided at the clinic**
   - **Assist in maintaining accurate and complete patient records**
   - **Other duties as assigned**
5. **Qualifications:**
   - Successful completion of an accredited Nurse Practitioner or Physician’s Assistant program leading to a masters Degree and/or meets the Advanced Nursing Practice or Physician’s Assistant requirements set forth by the California State Board of Nursing
   - Must possess appropriate certification and degree from a United States Institute of Higher Education
   - Current CPR required
   - At least two years experience in rural health practice preferred
   - Applicant may not have any unresolved malpractice suits pending against him/her and shall not have any unresolved complaints on file in any state where he/she has license to practice medicine
   - Computer literacy required

6. **Position Knowledge:** Must have the ability to transfer concepts into practical application. Must have a basic knowledge of patient service activities. Must have a working knowledge of infection control practices, and resident rights. The following abilities are required: Creativity, imagination, innovation, alertness, judgment, patience, kindness, care and concern for the welfare of others, and the ability to work rationally and effectively in emergency situation where immediate action is required. Understanding of the organizational structure of the hospital and maintain good rapport with Administration, all hospital departments and personnel.

7. **Work Conditions:** Neat and clean appearance, hair well groomed. Must be able to work with other employees in a team effort. Subject to sitting, standing, walking, static bending, repetitive bending, forward reach, overhead reach, kneeling, fine manipulation and simple grasp.

8. **Other Position Requirements:**
   - Must agree to and pass a criminal and civil background check and OIG Screening
   - Must agree to and pass a pre-employment substance abuse screening
   - Must agree to and pass a pre-employment physical and two-step TB test
   - Must be able to provide “right to work” documentation upon appointment

Supervisor: 

Signature: __________________________ Date: __________________________

Employee: __________________________________________

Signature: __________________________ Date: __________________________

Copy to: Employee’s Personnel File