Lead Nurse Practitioner or Physician Assistant
Emmons Wellness Center

POSITION SUMMARY

Working as a key member of an integrated wellness team and reporting to the Senior Director of Student Wellness, this position requires extensive clinical skills in health assessment, diagnosis, treatment, counseling and referral. With established protocols, the Lead Medical Provider performs an expanded role in the delivery of episodic health care and health promotion in partnership with other clinical and administrative staff. It also monitors the work of other mid-level practitioners (nurse practitioner or physician assistant) and medical assistants, coordinates medical services with psychological counseling staff to work toward a holistic approach to student wellness, and takes part in broader campus committees and activities.

Resumes submitted without a cover letter will not be considered.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

Responsibilities include but are not limited to:

Clinical Competency
- Perform practitioner level clinical assessment and treatment of common acute illnesses and injuries, including first aid and urgent care.
- Follow up with students on their test results via patient portal or telephone.
- Adhere to Emmons Wellness Center’s Nurse Practitioner Protocols in conjunction with the California Board of Nursing’s Scope of Practice.
- Must be able to write and dispense prescriptions accurately and competently, and be comfortable with monitoring and dispensing psychotropic medications.
- Maintain current knowledge of internal medicine, gynecology, adolescent medicine, men’s health and infectious disease management.
- Experience with LGBTQ healthcare, including transgender health, PreP, PEP and hormonal replacement therapy highly desired.
- Maintain accurate, complete, confidential medical records utilizing an electronic health records system.
- Provide primary care services including: vital signs, immunizations, phlebotomy procedures, specimen collections, pelvic exams, STI testing, evaluation, and treatment. Perform on-site lab testing, pregnancy tests, and counseling regarding STI prevention and all methods of contraception.
- Utilize resources in a judicious and timely manner; refer to off-site medical, mental health, or other specialists and consult with medical director when clinical judgment indicates it.
- Must adhere to all applicable legal and ethical standards of practice.

Operations/Administrations
- Supervise other clinicians.
- Oversee health clearances for incoming students and maintain immunization standards.
Manage on-site dispensary-ordering, inventory.
- Correspond with supply and service vendors (labs, medications, vaccines, bio-hazardous waste, etc.)
- Develop policies and procedures to improve clinical operations and services.
- Implement clinical QA/QI programs.
- Engage in staff meetings; report to Emmons’ director and other appropriate staff of current issues, offer potential solutions, and value their insights.
- Organize and implement specialized clinics, like flu shot clinics.
- Work in concert with Medical Director, Director of Student Wellness, and psychological counseling staff, and others to maintain quality of care.
- Ongoing development and implantation of a comprehensive plan for students’ health issues including integration with counseling services.
- Communicate with parents of students when necessary while maintaining privacy and confidentiality or patients.
- Establish and maintain relationships with local specialist physicians.
- Have a clear understanding of health insurance, coding and billing.
- Participate in Student Success Team and other campus committees as assigned.
- Plan and implement outreach and educational activities for students.

Teaching
- Initiate and collaborate with other campus organizations in generating health related educational presentations/projects on campus for students and staff.
- Educate/counsel individual students on topic of current chief complaint, with an emphasis on treatment and prevention of recurrence and complications.
- Take an active role in planning campus wide disaster/emergency plans.
- Consult with other campus offices, such as the International Programs Office, on health issues and needs of international students and Occidental College students participating in study abroad programs.

Work Ethic
- Work sensitively with a diverse community of students, staff, and faculty. This includes consideration of race, ethnicity, gender identity, sexual orientation, socioeconomic status, immigration status, personality differences, and other parameters.

QUALIFICATIONS

Education and/or Training
A Master’s degree in Nursing or Physician Assistant is required. Must hold current national and California State Licensure as an Adult/Family Nurse Practitioner or Physician Assistant. Must provide furnishing number and/or DEA number.

Experience
A minimum of five years of active clinical practice in internal medicine, family practice, urgent care or similar ambulatory care setting. Experience must be inclusive of women’s health. Must be skilled in the delivery of routine and episodic reproductive healthcare for men and women. Must be knowledgeable regarding the social and developmental context of college health and older youth/young adult wellness issues. Prior college health delivery experience desirable.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to semal@oxy.edu and resumes@oxy.edu. Resumes submitted without a cover letter will not be considered.
As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.