



Position: Nurse Practitioner – Primary Care
Program: Health and Mental Health Services
Reports to: Director of Primary Care
Salary: \$115,000 Annually
Status: 100%, Full-Time, Regular, Exempt
Probation: 180 days
Benefits: Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403B retirement plan; Claims-made Medical Malpractice Insurance including Tail Coverage

JOB SUMMARY: The Nurse Practitioner is responsible for the management of patient care for an assigned panel of patients of the Los Angeles LGBT Center clinics.

ESSENTIAL FUNCTIONS:

- 1) Manages the delivery of comprehensive primary medical care for an assigned panel of adult patients, this will include cis-gender and transgender men and women; This position will not be expected to manage the HIV-infected patient nor the initiation of hormone treatment for the transgender patient; appropriate training will be included for those candidates with little experience in these areas of medicine;
- 2) Works closely with other clinic staff to ensure the delivery of high quality care to patients;
- 3) Provides necessary referrals for specialty care according to protocols and standards, reviews consults with specialists and speaks with consultants directly as desirable or requested;
- 4) Arranges for appropriate referrals to nutrition, case management, adherence counseling and other services as needed;
- 5) Administers or orders appropriate diagnostic tests;
- 6) Provides patient education as required;
- 7) Reviews lab results in a timely manner;
- 8) Reviews refill requests in a timely manner;
- 9) Assists with disposition of urgent and walk-in visits as required;
- 10) Through consultation with the Senior Operations Manager will establish a weekly schedule template that assures meeting clinic targets for number of patient visits/FTE in monthly and twelve month periods;
- 11) Provides coverage for other medical providers as needed;
- 12) Using the electronic medical record maintains detailed notes and codes visits as appropriate for billing purposes;
- 13) Participates in regular Quality Management and Peer Review activities;
- 14) Seeks consultation from staff physicians as needed, including when a patient's problems are especially complex or if the patient's condition is not responding as expected;
- 15) Works closely with Research staff to recruit appropriate candidates for clinical research activities;
- 16) Conducts patient exams as part of clinical research activities as needed;
- 17) With the assistance of staff Patient Services Specialists completes patient benefit forms as required in a timely manner;
- 18) Maintains sufficient Continuing Medical Education (CME) units for Board Certification;
- 19) Participates in administrative assignments including, but not limited to the following meetings:
 - a. Administration, Pharmacy, and Research, each on a rotating basis weekly
 - b. Information Services for EMR training or customization, weekly
 - c. Case Conference – twice monthly
 - d. Multi-Disciplinary Case Conference – monthly
 - e. Center All Staff Meeting – every other month
 - f. HMHS All Staff Meeting – every fifth Friday of the month
- 20) Other duties as assigned;

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Registered Nurse and Family Nurse Practitioner degrees;
- 2) Currently licensed to practice medicine within the State of California;
- 3) Board-certified or Board-eligible;
- 4) Current BLS certification;
- 5) Registered by the Federal Drug Enforcement Agency with authority to write for C II-V scheduled drugs;
- 6) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment;
- 7) A passion for the Center's work and its mission to make the world a better place for LGBT people.

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.

E-mail resume and cover letter as a word attachment to jobs@lalgbtcenter.org

website: www.lalgbtcenter.org

Or submit application/resume to: Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028