

WESTERN TIDEWATER FREE CLINIC
JOB DESCRIPTION AND PERFORMANCE STANDARDS

POSITION TITLE: Nurse Practitioner (Autonomous)

DEPARTMENT: Clinic

RESPONSIBLE TO: Medical Director / Senior or Lead Nurse Practitioner / Executive Director

STATUS: Full Time, Salaried, exempt w/benefits

DATE: 10/8/2026

POSITION SUMMARY:

The Nurse Practitioner will provide comprehensive primary care services to adult patients, including preventive care, chronic disease management, acute illness evaluation, patient education, and coordination of care. The Nurse Practitioner must possess a current unrestricted Registered Nurse (RN) license with authority to practice in Virginia, either through a Virginia RN license or applicable multistate privilege. The Nurse Practitioner will also hold, or be able to obtain prior to the start date, an active and unrestricted Virginia Autonomous Advanced Practice Registered Nurse (APRN) licensure and authorization for autonomous practice. This position requires the ability to practice independently without a physician practice agreement. Medical Director oversight will be available on a PRN basis in accordance with Virginia regulations. The Nurse Practitioner works in collaboration with other practice providers and healthcare team members to provide comprehensive care, including primary, secondary and tertiary health care services to adult clients.

ESSENTIAL DUTIES:

- Provide comprehensive primary care services
- Assess patients as needed to provide the evaluation, diagnosis and treatment of multiple acute and chronic conditions within their appropriate scope of practice, in collaboration with other practice providers.
- Obtain health histories; perform physical exams; make assessments; develop and initiate treatment plans; order, interpret and evaluate diagnostic testing.
- Order, furnish, and prescribe medications and therapeutic devices.
- Provide individualized patient education, initiates referrals and consultations to other disciplines and specialists.
- Recognize complications and determine when the Medical Director or other practice providers should be consulted.
- Provide timely and accurate electronic medical record documentation of patient services according to established standards.
- Initiate the protocol for BLS and initiate appropriate transfer of emergency services when necessary.

- Maintain annual continuing education according to his/her credentialing agency.
- Educate patients on disease prevention and healthy lifestyle choices in individual and/or group settings.
- Collaborate with the Clinical Services Manager and other practice providers regarding the coverage of the clinic schedule.
- Collaborate with the Clinical Services Manager, other practice providers and/or PRN Medical Director regarding the plans for individualized patient care.
- Collaborate with the Coordinator of The Pharmacy Connection program and RxP to maintain updated prescriptions for the drug companies.
- Collaborate with the Outreach Manager / Volunteer Coordinator to maintain updated records for Professional Volunteers, as needed.
- Collaborate with other clinic medical, dental, behavioral health and pharmacy staff and volunteers.
- Participate in the Clinical Services Committee, as needed, and in the development, implementation and evaluation of all CQI processes, policies and Standard Operating Procedures, as well as patient-centered care activities.
- Other duties as assigned.

RESIGNATION: Three months' written notice is requested for voluntary termination.

JOB SPECIFICATIONS

EDUCATION/EXPERIENCE/EXPERTISE - REQUIRED:

- Minimum of five (5) years of clinical experience as a Nurse Practitioner required; 10 years of experience strongly preferred
- Must hold, or be able to obtain prior to the start date, Virginia APRN licensure and authorization for autonomous practice. This position requires the ability to practice independently without a physician practice agreement
- Current, unrestricted RN license with authority to practice in Virginia, either through a Virginia RN license or applicable multistate privilege
- Current national professional board certification appropriate to the NP's specialty and population focus (e.g., FNP)
- Current prescriptive authority and DEA registration.
- Current BLS certification
- Excellent communication and interpersonal skills
- Commitment to serving vulnerable populations
- Previous experience in a medical inpatient/outpatient environment treating adult patients.

EXPERIENCE/EXPERTISE - PREFERRED:

- Bilingual proficiency in English and Spanish strongly preferred
- Experience with behavioral health preferred

- Experience working in community health, federally qualified health centers, or free clinics
- Experience with Epic electronic health records

INTERPERSONAL SKILLS:

Must be able to communicate with all socio-economic classes of patients. Excellent oral and written communication skills. Strong collaborative and team building skills. Understands the importance of patient education and partnering necessary to achieve desired health improvement outcomes.

JOB RELATIONSHIPS:

Works in collaboration with other practice providers for patient assessment diagnosing and prescriptive decisions. Reports to Senior or Lead Nurse Practitioner or Executive Director for performance evaluation and PRN Medical Director for medical oversight.

PHYSICAL REQUIREMENTS:

Requires frequent walking, bending, stooping.

Requires stamina to work extended work days.

Potential for cuts, bruises, muscle strains, exposure to airborne pathogens, blood and body fluids, exposure to contagious diseases