

# PEDIATRIC NURSE PRACTITIONER JOB DESCRIPTION AND BENEFITS

1. Working in conjunction with 2 board certified pediatrician in Coppell, Texas at a busy private pediatrics office.
2. Patients are 0 to 18 years old and include premature infants thru adolescents with both sick and well visits.
3. PNP would see his/her own patients as well as share in the practice already established patients. Would expect each patient to see MD and PNP on an alternating/rotating basis.
4. **Community description.**
  - a. Parents are typically educated with both high school and college degrees. Average family size is 2.2 children. However, many of our families are 3 + children.
  - b. Coppell is a middle class to upper middle class "bedroom" community without industry in its midst
  - c. Population is approximately 40, 000+
  - d. Draw from surrounding suburbs of Lewisville, Flower Mound, Carrollton, Irving and Grapevine.
  - e. Approximately 2/3 of families are dual income (not stay at home mom or dad) with child/children in daycare.
  - f. Over 90% of our patients are insured by health care companies
  - g. Less than 5% are private pay or Medicaid
5. **Hospitals description**
  - a. Children's Medical Center and Medical city Dallas are primary hospital of admission. Patients are usually admitted to hospitalist and returned to our care on discharge.
  - b. Las Colinas Medical Center delivers approx 300 babies per month. And we serve as pediatricians for newborns and occasional level 2 infants.
  - c. Baylor Medical Center of Grapevine delivers approx 300+ newborns per month. We serve as pediatricians primarily for on-call list when a parent from our area has not yet chosen a pediatrician.

## 6. Ancillary Staff

- a. Medical Assistants rotate and answer majority of telephone calls from parents regarding sick and well patients. They also provide blood draws and injection services to patients not seeing the pediatrician. They in and out catheterizations, and difficult blood draws.
  
- b. Medical Assistants (currently 4) room all patients, do vital signs, pulse ox's, rapid strep/mono/pregnancy/RSV screens, blood draws, lab requisitions and packaging, injections of vaccines and premixed injectable medications. They assist with suturing, circumcision, splint application, abscess drainage, foreign body removal, and fluorescein dye eye exams. They perform hearing and vision screens on well visits 4 years and up
  
- c. Front Office Staff---3 receptionist, and 1 part-time
- d. Billing Coordinator
- e. Referrals Coordinator
- f. Office manager

## 7. Scheduling description

- a. Monday thru Friday 8 am to 5 pm patients are scheduled. Lunch blocked off from 11:30 a.m. to 1:30 p.m.
  - i. Patients are scheduled every 15 minutes for a total of 27 patients per day per M.D.
  - ii. NP would start with 10-15 patients per day and gradually work towards full schedule.
  - iii. Winter Nov-April may increase patient load to 34 patients per M.D. with work in sick patients on urgent basis.
  - iv. M.D. and N.P. will do well child exams approx 8 per day.
  - v. Summer May-Aug may increase well child exam load to 12 per day, while there is a decrease in sick patient load.

- b. Saturdays 8:00 a.m. to 11:00 p.m. patients sick only are scheduled.
  - i. M.D. and N.P. will rotate who works on Saturday.
  - ii. Blood draws are done 8:00 a.m. to 9:00 a.m. by Medical Assistant
  - iii. Physicians will round on hospital or nursery patients before or after Saturday office hours.
  - iv. Physician will be reached by telephone in near vicinity when N.P. is seeing patients on Saturdays.

## 8. **Benefits for PNP**

- a. **Salary to be negotiated base on experience.**
- b. Production bonus based on practice income as increased by adding NP.
- c. Hours would be Monday thru Friday. Saturday 8:00 a.m. to 11:00 a.m., 2 per month with ½ day off in p.m. on Wednesdays when working Saturday of same week.
- d. Paid malpractice insurance.
- e. Paid Vacation 12 business days per calendar year.
- f. Paid CME fund of up to \$1,000.00 per calendar year, with paid 3 business days per year to attend CME seminars.

- g. Paid 5 sick/personal days per calendar year.
- h. Holidays off
  - i. New Years Day
  - ii. Memorial Day
  - iii. Fourth of July
  - iv. Labor Day
  - v. Thanksgiving
  - vi. Christmas
- i. Holidays worked on rotation schedule with M.D.
  - i. ½ day New Years Eve
  - ii. ½ day Christmas Eve
  - iii. ½ day Friday after Thanksgiving
- j. Health Insurance paid at approx 85% with 15% paid by employee or amount of health insurance benefit placed in Flexplan for employee to utilize on prescriptions, health or dental care or vision care.
- k. SIMPLE IRA plan equal amount paid by company as the amount employee chooses to contribute monthly up to 3% of annual income.
- l. Paid mileage when traveling for company to and from hospital.
- m. White coats 2 provided per year.
- n. Office space and tablet computer provided along with IT support for learning the EMR system as needed.