



MUNICIPALITY OF SKAGWAY

GATEWAY TO THE KLONDIKE
P.O. BOX 415, SKAGWAY, ALASKA 99840
(PHONE) (907) 983-2297
(FAX) (907) 983-2151
www.skagway.org

JOB ANNOUNCEMENT - NURSE PRACTITIONER/PHYSICIAN ASSISTANT

The Municipality of Skagway is accepting applications for a Nurse Practitioner or Physician Assistant. This is a contracted position. Wage range is negotiated per contract.

SUMMARY:

The role of the rural mid-level provider is complex in the evaluation and treatment of emergent as well as routine health care needs of the clinic, and as such is not limited to the specific role as described below. Provides health care services to patients within the guidelines set forth in Alaska State Medical Board or Alaska Board of Nursing Regulations. The collaborative physician direction and supervision of the Physician Assistant/Nurse Practitioner and responsibility for review of practices are established in the guidelines.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Comply with regulations as set forth by Alaska State Medical Board and/or Alaska Board of Nursing for licensing, with appropriate DEA and National Certification requirements. Meet all continued education requirements as required to maintain licensure.
- Will hold Advanced Cardiac Life Support certification, Pediatric Advanced Life Support certification, and Advanced Trauma Life Support certification or be willing to obtain within six months of employment.
- Maintain credentialing skills checklist on an annual basis and show due diligence in increasing skill abilities.
- Prescribe Order, Administer, and Dispense Medication per the State Medical Board Section 12 AAC 40.450 and Pharmacist manual guidelines.
- Maintain all necessary clinical documentation within the electronic medical records system in an efficient and timely manner.

OTHER REQUIRED SKILLS AND DUTIES:

- Organizational skills involved with working independently and delegating tasks to medical assistants as appropriate. The ability to prioritize work assignments and work independently.
- Examines patient, performs comprehensive physical examinations, and compiles patient medical data, including health history and results of physical examination.
- Administers or orders diagnostic tests, such as, but not limited to x-ray, electrocardiogram, and laboratory tests, and interprets test results for deviations from normal and initiates appropriate follow-up.
- Ability to work extended hours with little or no notice, be available to work nights, weekends, and holidays in rotation with two other midlevel providers.

This is not a complete job description. Contact the borough office at the address or phone number above or by email at m.gihl@skagway.org for further information. The application and complete job description can also be downloaded from the website at www.skagway.org.

Applicants must submit a completed employment application form to the borough office at the address above. This position is open until filled.

The Municipality of Skagway is an equal opportunity employer.