



# Example of Advanced Practitioner Job Description

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Our growing company is looking for an advanced practitioner. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for advanced practitioner

- Provide surgical assistance to ophthalmic cases, including perioperative care
- Work with both adult and pediatric patients, including those with significant facial deformities, including from trauma, cancer or congenital anomalies
- Provide independent evaluation and assessment of common straight-forward oculoplastic surgery patients, with both direct and indirect supervision, to determine insurance eligibility for eyelid surgery, manage routine post-operative patients, and share long-term follow ups of chronic care patients
- Provide specialized patient education regarding disease-based and perioperative education/instructions for patients and their families
- Review possible risks of proposed surgical procedure while obtaining surgical consents (including blood consent and optional tissue research)
- Provide prescriptions and instructions for medications/medical supplies necessary for the pre-operative period
- Maintain excellent medical records in an Epic-based EHR, and assist the supervising surgeon with medical record keeping
- Generally work as the right-hand person in a team-oriented fashion to help care for oculoplastic patients and run the oculoplastic practice
- Provide care to selected routine oculoplastics patients in the clinic such as dry eye, blepharitis, lid lesion assessments, droopy eyelids, tearing, among various University locations
- Provide surgical assistance to ophthalmic cases in settings among various University locations

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- Graduate level nurse practitioner or physician assistant program
  - Provisional or full prescriptive authority for NP candidates is a plus
  - May perform minor procedures such as laceration repair, incision and drainage, application of splints and casts, and treatment of minor burns
  - United States Department of Justice DEA Registration Commonwealth of Massachusetts Controlled Substance Registration
  - Oncology Certified Nurse recommended, Advanced Oncology Certified Nurse
  - Must be a graduate of a 2-year graduate level program approved by the AMA Board of Approval and Certification PA Programs