



MEDICAL STAFF SERVICES
& SYSTEM CREDENTIALING

Request for Clinical Privileges As An Advanced Practice Nurse — Nurse Practitioner

Name: _____ RN Supervising Physician: _____ MD Date: _____

- LOCATION KEY:**
- | | | | |
|------------------------------------|---|-------------------------------|---------------------------------------|
| 1. Emory University Hospital | 4. Wesley Woods-Geriatric Hospital | 7. Ambulatory Surgery Ctr/TEC | 10. Select Specialty Hospital at ECLH |
| 2. Emory Crawford Long Hospital | 5. Wesley Woods-Long Term Hospital | 8. Orthopedic Spine Ctr. | |
| 3. The Emory Clinic and Satellites | 6. Wesley Woods-LTC Care (Budd Terrace) | 9. Pain/Ambulatory Surg. Ctr. | |

Pertinent Age Groups:

___ Infant (Birth-12 months)	___ Toddler/Pre-school/School Age (13 months-12 yrs.)
___ Adolescent (13-18 years)	___ Early/Middle Adult (19-59 years) ___ Late Adult (60+ years)

GENERAL TASKS

Task	1	2	3	4	5	6	7	8	9	10	Approved	Task	1	2	3	4	5	6	7	8	9	10	Approved
Assess/Plan/Evaluate												Assist with Drug Therapy											
Clinical Documentation												Order non-Drug Therapy											
Order Diagnostic Studies												Coordinate Therapy											
Formulate Differential Diagnosis												Discharge Preparations											
Perform History and Physical												Research Activities											
Perform Mental Status Exam												Teaching Activities											
Other (specify)												Other (specify)											

TREATMENTS AND PROCEDURES

Treatment/Procedure	1	2	3	4	5	6	7	8	9	10	Approved	Treatment/Procedure	1	2	3	4	5	6	7	8	9	10	Approved
Peripheral Venous Access												Thorocostomy Tube Insertion											
Central Venous Access												Thorocostomy Tube Removal											
CVP Catheter Placement												Wet Smears/Cultures											
Arterial Puncture												Bone Marrow Aspiration/Biopsy											
Arterial Line Insertion												Bone Marrow Product Admin.											
Electrocardiography												Arterial Sheath Removal											
Paracentesis												Lumbar Puncture											
Thoracentesis												Suture/Staple removal											

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Treatment/Procedure	1	2	3	4	5	6	7	8	9	10	Approved	Treatment/Procedure	1	2	3	4	5	6	7	8	9	10	Approved	
Initial CPR in Emergency												Simple Wound Closure												
Ommaya Reservoir												Attend Normal Vaginal Delivery												
Una Boot Application												Attend High Risk Delivery												
Holter Monitor Management												Infant Resuscitation												
IUD Placement												Amniotomy/Amnioinfusion												
Conscious/Moderate Sedation (requires add'l check off)												Placement of Ripening Agents/OB												
Pleural Biopsy												Endotracheal Intubation												
OR Procedures (requires separate sheet)												Umbilical Vessel Catheterization												
Dressing Change												Cerclage Placement												
Hematocrit Monitoring												Bladder Tap												
Other in Specialty:												Infant Exchange Transfusion												
												Fetal Scalp Electrodes												
												IUP Monitoring												

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SPECIALTY CARE UNDER PROTOCOL

Description (List three sample care management protocols to be used)*	1	2	3	4	5	6	7	8	9	10	Approved

*Note: A complete set of protocols should be kept in a file or notebook with a cover page documenting regular review with the sponsoring physician.

Advanced Practice Nurse _____, RN Signature: _____

Sponsoring Physician: _____, MD Signature: _____

Co-Sponsoring Physician: _____, MD Signature: _____



EMORY HEALTHCARE & EMORY JOHNS CREEK HOSPITAL

**DEPENDENT ALLIED HEALTH PROFESSIONAL
JOB DESCRIPTION**

Job Title: **Certified Nurse Practitioner (Advanced Practice Nurse)**
Department: **Family Practice; Medicine; Obstetrics & Gynecology; Pediatrics; Surgery; Anesthesia**
Supervisor: **Sponsoring Physician**
Prepared By: **Medical Staff Services**

Job Relationships

Works under the direct supervision of a Medical Staff member(s) of Emory Johns Creek Hospital who possesses clinical privileges in the area in which the Dependent Affiliate will practice. Must comply with all requirements and responsibilities established in the Medical Staff Bylaws, Rules and Regulations and Hospital and Medical Staff policies and procedures.

Definition of Position

A Certified Nurse Practitioner is a registered professional nurse who has successfully completed/graduated from an accredited nurse practitioner educational program, is currently certified by the certifying agent of the American Nurses Association (ANA), National Association of Pediatric Nurse Associates and Practitioners (NAPNAP), the Association of Women's Health, Obstetric, and Neonatal Nurses (AWHONN) or the American Academy of Nurse Practitioners, and is authorized to practice by the Georgia Board of Nursing.

Certified Nurse Practitioners at Emory Johns Creek Hospital are Dependent Allied Health Professionals who are authorized by the Medical Staff and Board of Trustees to exercise clinical functions at the hospital under the direction of a Medical Staff member(s) of Emory Johns Creek Hospital who possess clinical privileges in the area in which the Dependent Affiliate will practice.

Scope and Standards of Practice

The Certified Nurse Practitioner is an advanced practice registered nurse who provides primary nursing and medical services to individuals, families and groups, emphasizing health promotion and disease prevention as well as the diagnosis and management of acute and chronic diseases. The Certified Nurse Practitioner collaborates as necessary with a variety of individuals to diagnose and manage a client's healthcare problems. The Certified Nurse Practitioner must practice in accordance with the respective Board-approved standards of practice: American Academy of Nurse Practitioner Standards of Practice; National Association of Pediatric Nurse Associates and Practitioners Standards of Practice; American Nurses Association Standards of Practice for the Primary Care Nurse Practitioner; and Association of Women's Health, Obstetric, and Neonatal Nurses Standards for the Nursing Care of Women and Newborns.

Qualifications/Requirements

Professional/Personal

Only a registered professional nurse, authorized to practice by the Georgia Board of Nursing, shall use the specified title, practice or offer to practice as a Certified Nurse Practitioner.

The Certified Nurse Practitioner is an advanced practice registered nurse who has successfully completed/ graduated from an accredited educational program in a nursing specialty area that provides specialized knowledge and skills for advanced nursing functions. An advanced practice registered nurse is a nurse who has met the requirements of and is authorized to practice by the Board of Nursing.

All Allied Health Professionals shall meet all minimum criteria as established in the Medical Staff Bylaws as follows:


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Dependent Affiliates must complete an Application for Clinical Functions on a form prescribed by the Hospital. The application shall require:

1. Information concerning the applicant's professional qualifications, including education, training and documented experience;
2. Information regarding any previous or pending revocation or limitation of the applicant's license, certification or registration to practice any healthcare profession in any jurisdiction and a copy of the current State of Georgia license, certification, or registration;
3. Information regarding past practice, including any previous or pending revocation, suspension, restriction, or non-renewal of authorization to provide patient care services at any healthcare facility;
4. Information regarding past and present physical and mental health, to the extent that such information is relevant to the applicant's current ability to perform the Clinical Functions requested and perform the other duties and responsibilities of Affiliated Professional status;
5. Information regarding involvement in professional liability actions, including any amounts paid by or on behalf of the applicant upon final judgment or settlement of a claim;
6. Personal and professional references, including the names of at least three (3) peers (practicing in the same or a substantially similar profession) who can provide adequate information on the applicant's current professional competence and ethical character;
7. A completed request for specific Clinical Functions;
8. Proof that the Dependent Affiliate is either the employee of or independent contractor by written contract with one or more Medical Staff members each of whom shall be identified as the Sponsoring Physician;
9. A signed statement of the Sponsoring Physician(s);
10. A copy of any information or material a Sponsoring Physician furnished to or received from the Composite State Board of Medical Examiners or other regulatory body regarding the Dependent Affiliate;
11. Evidence of professional liability insurance coverage, either through the Sponsoring Physician or otherwise, of a kind and at least such amount established by the Board, which evidence includes the name and address of the malpractice insurer and amount of coverage, and an agreement by the applicant and the Sponsoring Physician, if applicable, to notify the President promptly of any changes in the professional malpractice insurance.
12. Photo identification in the form of an original passport-type photo.
13. Evidence of current certification in CPR.

B. Physical Demands

The physical demands described here are representative of those that must be met by an Allied Health Professional to successfully perform clinical functions of the job.

1. While performing the duties of this job, the AHP is regularly required to stand and walk for long periods; use hands and arms with dexterity; occasionally stoop, kneel, crouch or crawl. The AHP must frequently lift and/or move patients using proper body mechanics.


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2. While performing the duties of this job, the AHP should be able to communicate effectively. Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception, and ability to adjust focus. The noise level in the work environment is usually moderate.

C. Work Environment

The Work environment characteristics are representative of those an AHP encounters while performing the essential functions of this job.

1. While performing the duties of the job, the AHP shall use universal precautions.
2. The risk of occupational exposure to blood borne pathogens for the AHP in this job is “Class I”.

D. Competency Assessment/Performance Evaluation

The Allied Health Professional will be evaluated by his/her sponsoring physician(s) at least bi-annually, at reappointment, in accordance with the Medical Staff Bylaws pertaining to Allied Health Professionals on an evaluation form provided by Medical Staff Services.

In instances where the Hospital employs persons who perform clinical functions under the same job description as a dependent affiliate, the dependent affiliate shall be required to undergo the same competency assessment on an annual basis.

E. Responsibilities of the Certified Nurse Practitioner

1. Compliance with Bylaws, Rules and Regulations. Allied Health Professionals shall comply with all requirements and responsibilities established in the Medical Staff Bylaws, Rules and Regulations and Hospital and Medical Staff Policies and Procedures. Each Allied Health Professional must agree in writing prior to the exercise of Clinical Functions or Clinical Privileges to comply with such Bylaws, Rules and Regulations and Hospital and Medical Staff Policies and Procedures.
2. Meeting Attendance. Allied Health Professionals do not have any Medical Staff meeting requirements.
3. Continuing Education. Allied Health Professionals must meet any continuing education requirements imposed by the applicable licensing or regulatory agency or by the Hospital. Continuing education will be routinely considered at the bi-annual review of each Allied Health Professional.
4. Compliance with Hospital Safety, Infection Control. Allied Health Professionals shall comply with all Hospital policies pertaining to Safety and Infection Control.
5. CPR Certification. Allied Health Professionals who provide direct patient care at Emory Johns Creek Hospital shall be required to maintain current CPR Certification.
6. Medical Records. All written entries by an Affiliated Professional in any patient medical record must comply with the Hospital and Medical Staff policies regarding medical records and confidentiality.
7. Supervision. The Sponsoring Physician, if applicable, or his/her designee (who must also be a Medical Staff member) must be available to respond by phone and in person to any Dependent Affiliate sponsored by that staff member. Dependent Affiliates who are independent contractors of the Hospital or employees of independent contractors of the Hospital (other than a Medical Staff member or his/her professional corporation) will be supervised as provided by the applicable contact.

F. Clinical Functions

A Certified Nurse Practitioner, who has been authorized as an Allied Health Professional under the supervision of the sponsoring physician Medical Staff member, may perform the following clinical functions and adhere to all other departmental rules, policies and procedures and protocols:

1. Access to Medical Records

- Dictate and write progress notes under the immediate direction of sponsoring physician to be countersigned.

2. Nursing Duties

- Performs nursing functions within the limitations of the law and as detailed in hospital job description.
- Performs head to toe assessment. Individualizes assessment according to characteristics appropriate to patient's stage of growth and development.
- Analyzes patient data. Collaborates with multi-disciplinary team in planning patient care.
- Initiates prompt nursing interventions based on changes in patient's condition, age and circumstances.
- Initiates discharge planning process.
- Recognizes and promptly reports abnormalities or significant changes in patient's condition to appropriate individuals (physicians and team R.N.).
- Records all pertinent information accurately. Maintains patient privacy and confidentiality.
- Is adept and knowledgeable with the use of specific equipment used in assigned department (i.e. hemodynamic monitors, isolettes, OR equipment, if applicable)

3. Procedures (Without Physician Present)

- Remove sutures
- Do dressing changes
- Insert, remove or change catheters
- Advance or remove drains
- Remove packs with doctor's order

4. Patient Contact/Instruction

Instruct in the following areas:

- Diets
- Medications
- Exercises
- Discharge planning
- Follow-up planning
- Identifies teaching/learning needs of the assigned patient and/or significant others, considering age and culture.
- Provides patient and/or significant other with explanations (i.e. verbal and/or written) of condition and procedures. Educates patient concerning his/her disease entity.

5. Certified Nurse Practitioners in the Operating Room or Labor and Delivery

Duties that may be performed by a Certified Nurse Practitioner in the Operating Room or Labor and Delivery only in the presence of the Medical Staff physician sponsor who has surgical privileges:

- Assist in surgery
- Assist in labor and delivery
- Cut suture, tie suture, suture skin, suture subcutaneous tissue
- Hold retractors
- Stapling of skin
- Suction of fluid
- Retraction with forceps
- Dressing of surgical wounds



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- Catheterization of bladder
- Cauterization of tissue
- Skin preparation
- Give pre-operative and post-operative patient instructions
- Schedule surgical procedures for surgeons
- Apply or remove external extremity immobilizers or casts
- Cut tissue after clamping
- Clamp small bleeding vessels
- Administration of medications
- Write verbal physician orders

Allied Health Professionals may not perform invasive procedures. Any task not mentioned in this job description must be requested in writing and requires prior approval.

I have read the above Job Description:

Dependent Allied Health Professional

Date

Sponsoring Physician Medical Staff Member

Date