Duke University  
Division of Student Affairs  
Exempt Position Description

Official Job Title: Nurse Practitioner  
Working Title: DNA  
Job Code/Level/Family: 1631/82/10  
Department: Student Health Services  
Supervisor: Associate Director, Medical Services  
Position Status: Exempt  
Staff Supervision: None  
Schedule Note: Will participate in Student Health after-hours call system and weekend clinic coverage

Scope of Responsibilities
In collaboration with the supervising physician, the Nurse Practitioner (NP) will provide primary health care for Duke Students at the Duke Student Health Center, an ambulatory clinic. The NP will provide direct patient care services, including but not limited to acute and chronic care, preventive care and health maintenance counseling, diagnostic and therapeutic procedures, and coordination of care with professional consultants.

Duties

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<td>1. Provide primary health care for Duke University students. Obtain complete medical histories; conduct physical examinations; order and interpret laboratory and radiographic studies; arrive at diagnostic conclusions; recommend therapies; prescribe medications; initiate referrals to specialists and professional consultants; consult with supervising physician(s) based upon clinical and regulatory indications; perform diagnostic and therapeutic procedures including but not limited to Pap smears, incision and drainage of abscesses, and other basic dermatologic procedures; appropriately record clinical data in the patient’s electronic medical record.</td>
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<td>2. Perform health maintenance examinations on Duke Students; recommend age appropriate and evidence based preventive care and screenings; complete forms where appropriate or necessary.</td>
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<td>3. Participate in research and/or outreach projects that further Student Health’s mission of enhancing the health and wellness of Duke Students.</td>
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<td>4. Participate in ongoing Student Health quality improvement assurance processes.</td>
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<td>5. Participate in the Student Health after-hours call and clinic coverage system</td>
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<td>6. Other duties as assigned.</td>
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Qualifications
Work requires completion of accredited Nurse Practitioner program. State of North Carolina licensure also required.

Experience: None required above education/training requirement. Experience in college health, sports medicine, women's health care, or allergy/travel medicine preferred.
Additional Job-Specific Skills and Competencies

- The ideal candidate will possess excellent ambulatory clinical skills, thrive in a collaborative work environment, have a passion for the college and graduate/professional student population, embrace patient-centered care, and be committed to improving the health of our student body.