

Position Description

Job Title: CPT Medical Provider **Class:** Salary/Exempt
Program: Child Protection Team
Reports to: CPT Medical Director/CPT Team Coordinator

Position Summary: The primary role of all employees is to support the mission of the company and ensure successful outcomes for the customer we serve. CPT Medical Providers shall be qualified as ARNP, Physician or Physician Assistant. CPT Medical Providers provide diagnostic evaluations and medical consultations regarding abused and neglected children. CPT Medical Providers function as part of a multi-disciplinary team and participate in all staffings and team activities related to cases to which they are assigned.

Qualifications

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or experience: Licensure in the state of Florida to practice professional nursing and certification in advanced or specialized pediatrics or family medicine nursing practice. Experience in the evaluation and treatment of child abuse and neglect or agree to receive training deemed necessary by the department for evaluating alleged abuse and neglect.

Language skills: Must have excellent speaking skills. This position requires the ability to speak with tact and influence in a multi-disciplinary setting as well as in the provision of court testimony and depositions.

Reasoning Ability: Judgment and reasoning are key requirements of CPT Medical Providers. The position requires the ability to make accurate medical diagnosis based on known information and to exercise good judgment in making service recommendations. Position requires the ability to interpret and apply standard company policies.

Computer Skills: To perform this job successfully, an individual must be able to navigate internet based applications and enter data into a database system. CPT is primarily a paperless system and the position requires that employees are comfortable with the use of technology and willing to learn how to use new systems when necessary.

Physical Demands: This work requires substantial periods time sitting and typing reports. Must occasionally lift and or move up to 50 pounds.

Work Environment: Work environment is primarily confined to offices within a CAC and may include telemedicine exams for satellite locations. Must work in close proximity with co-workers, often within shared space. Work requires frequent contact with child physical and sexual abuse victims. Must be willing to assist with and photograph evidence related to sexual abuse

examinations and evidence collection. Must be comfortable working with diverse populations and non-traditional families.

Travel: Regional travel related to responding to calls at medical facilities, attending community meetings and providing onsite medical services to satellite locations as deemed necessary. Use of personal vehicle is reimbursed according to current company policy.

Work Hours: Office hours are Monday- Friday 8:00 – 4:30 with flexibility related to case requirements. Work hours must be posted on a shared calendar a minimum of two weeks in advance and updated should the need arise. Must be able to provide overnight, weekend and holiday on-call rotations as needed. Must be available for consultation on after hour cases as needed. All salaried employees to work a minimum 80 hours per two-week pay period. Additional hours may be required to complete job duties.

Critical Features of this job are described under each of the Pillars. They may be subject to change at anytime. Other duties may be assigned according to program needs and requirements.

PEOPLE:

Behavioral Expectations:

1. Demonstrate the ability to take responsibility for work requirement with an appropriate attitude.
2. Uphold company standards for ethical conduct and corporate citizenship
3. Demonstrate the ability to function as an effective team member on your work team, special project team and part of 90 Works.
4. Demonstrate appropriate interpersonal skills in order to work in collaboration with others.

Work Product: None. This pillar is evaluated on behavior only

SERVICE:

Behavioral Expectations:

1. Uphold company standards for excellent customer service.
2. Demonstrate the ability to meet deadlines as required.
3. Demonstrate appropriate job knowledge necessary to successfully perform duties.

Work Product:

1. Review Abuse Reports for Escambia and Santa Rosa Counties in accordance with DOH Standards to determine which cases would warrant medical services.
2. Provide diagnostic evaluations and medical consultations regarding abused and neglected children in accordance with DOH standards.
3. Participate in multi-agency staffings per request for the purpose of providing medical input and assisting with the development of short and long range treatment plans.
4. Provide verbal notification to CPT Case Coordinators within 24 hours of determining a medical diagnosis.
5. Demonstrate the ability to provide court testimony which includes adequate preparation and consultation with attorneys as needed.
6. Participate in after hours on call as scheduled. Expectation is to provide a minimum of two weekdays per week and two weekends per month.

7. Participate in training the medical and social service community on recognizing and reporting abuse and neglect. This may involve the development of a training curriculum and developing relationships in the community to facilitate consistent training efforts. Expectation is to provide a minimum of one training per quarter.
8. Attend Staff Meetings as needed.

QUALITY:

Behavioral Expectations:

1. Demonstrate the ability to write professional reports with negligible errors.
2. Demonstrate problem-solving skills.
3. Demonstrate organization and time management skills
4. Demonstrate good decision making and judgment

Work Product:

1. 95% of medical diagnoses will be provided to CPT Case Coordinators within 24 hours.
2. 90% of all assessment reports will be sent to CPI and/or LE within 10 working days.
3. Participate in peer review trainings to include weekly rounds with team and statewide peer review sessions.
4. Expectation is for submitted work product to have underwent sufficient editing/proofreading.

FINANCE:

Behavioral Expectations:

1. Meet expectations for attendance and punctuality.

Work Product:

1. Submit and approve time sheets no later than midnight on Fridays marking the end of a pay period.
2. Submit travel vouchers no later than the third working day of the month for the previous month.
3. Provide appropriate documentation (i.e. insurance cards, Billing Sheets, Sexual Battery Claim Forms, and Client Registration forms) required for third-party billing.
4. Provide appropriate documentation required for billing the criminal court system for expert testimony.

GROWTH:

Behavioral Expectations:

1. Demonstrate flexibility necessary to work in a growth focused company as well as flexibility in case scheduling.
2. Demonstrate initiative commensurate with job duties and goals for advancement
3. Demonstrate a desire for personal growth in order to pursue advancement

Work Product:

1. Complete required annual training for DOH requirements for child abuse training (8 hours)
2. Complete research and participate in peer review on a regular basis to keep skills current and be prepared for court testimony.

Employee Signature

Date