



JOB DESCRIPTION – PEDIATRIC NURSE PRACTICIONER (BILINGUAL)

Job Title: Pediatric Nurse Practitioner	Status: Regular Full Time
Department: FHCP-Medical	FLSA (Exempt/Nonexempt): Exempt
	Effective/Revision: March 2025

Job Summary

The Pediatric Nurse Practitioner (PNP) provides comprehensive primary care to infants, children, and adolescents, including diagnosis, treatment, and management of acute and chronic pediatric conditions. The PNP must be bilingual in Spanish and English. The PNP collaborates with physicians and the care team to deliver high-quality, patient- and family-centered care with a focus on prevention, growth and development, immunizations, and health education within the community served by Fair Hill Community Physicians (FHCP).

Qualifications

Education

- Master's degree in Nursing (MSN) from an accredited program (Required)
- Doctor of Nursing Practice (DNP) (Preferred)

Licenses & Certifications

- Certified Pediatric Nurse Practitioner—Primary Care (CPNP-PC) or equivalent board certification (Required)
- Active RN and APRN license in Pennsylvania (Required)
- Basic Life Support (BLS) and Pediatric Advanced Life Support (PALS) (Required)
- DEA Registration (Preferred)

Experience

- 1–2+ years as a PNP in primary care, school-based, or community health (Preferred)
- New graduates with strong pediatric clinical rotations considered

Competencies

- Pediatric history/physical, clinical assessment, and age-appropriate diagnosis
- Immunization management and counseling; familiarity with ACIP schedules and catch-up plans
- Developmental and behavioral screening (e.g., ASQ, M-CHAT), adolescent health, and anticipatory guidance
- Chronic disease management (e.g., asthma, eczema, ADHD, obesity)
- EHR proficiency; clear, timely documentation
- Strong communication with patients, families, and care teams; culturally responsive care

Core Values

Teamwork — How this is demonstrated

- Collaborates effectively with the multidisciplinary team to ensure continuity of pediatric care.
- Shares relevant clinical information to support safe, coordinated transitions.

Adaptability — How this is demonstrated

- Adjusts care plans to changing pediatric needs and guidelines.
- Responds effectively to urgent situations and supports continuous improvement.



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Communication — How this is demonstrated

- Conveys health information clearly to children, teens, and caregivers in plain language.
- Ensures accurate, timely documentation in the EHR; communicates effectively with the care team.

Accountability — How this is demonstrated

- Upholds professional and ethical standards in pediatric practice.
- Takes responsibility for outcomes and maintains thorough records.

Essential Functions

Patient Care

- Perform pediatric well-child exams and acute care visits; interpret growth charts and developmental milestones.
- Develop individualized care plans; prescribe and manage medications per scope.
- Manage common pediatric conditions; provide asthma action plans and chronic care education.
- Provide vaccine counseling and administration per ACIP; manage catch-up schedules.
- Order/interpret diagnostic tests (labs, imaging) and coordinate referrals.

Clinical Documentation

- Maintain accurate, complete EHR documentation of assessments, plans, vaccines, screenings, and education.
- Ensure compliance with FHCP policies and healthcare regulations.

Health Promotion & Education

- Deliver anticipatory guidance on safety, nutrition, mental health, and adolescent well-being.
- Conduct developmental/behavioral screenings; collaborate with community resources.

General Responsibilities

- Comply with FHCP policies and all applicable regulations, including HIPAA.
- Participate in continuing education and professional development.
- Contribute to clinical quality improvement and attend team meeting

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