NWRPCA 2023 Critical Positions Salary Survey Tool Instructions

Please refer to these instructions before starting, and while working on, the **2023 Critical Positions Salary Survey Tool**. Contact the Salary Survey Team at ([BIX@nwrpca.org](mailto:BIX@nwrpca.org)) with any questions you may have. Thank you for your participation!

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**A. INSTRUCTIONS FOR COMPLETING THE CONTACT INFORMATION (TAB 1)**

The Contact and Organizational Information section of this survey, found on **TAB 1** (entitled **1-SurveyTool-ContactOrgInfo**), asks for contact information for the person (or persons) completing this survey at each health center, the date that the survey was completed, and a short list of questions about your organization. Please provide information based on the actual day that you completed the survey.

*NOTE: All information requested in Tab 1 is REQUIRED.*

**SURVEY CONTACT INFORMATION (REQUIRED)**

Please provide your health center’s name (column A) along with the names, titles, email addresses, and phone numbers of the people completing the survey (columns B-E). Enter the date the survey was completed in column F.

**ORGANIZATIONAL INFORMATION INSTRUCTIONS (REQUIRED)**

- **#1 – 2023 Projected/Budgeted Total Expenses:** In the case that your health center is part of a larger public or private entity, please report the projected/budgeted total expenses for the health center only.

- **#2 – Total Sites:** Include ALL administrative and service sites (including permanent and mobile sites) where your staff members work.

- **#3 – Site Locations:** Total sum of sites below MUST equal total sites listed in #2.
  - **NOTE:** Please use the following definitions:
    - **Urban** – an area encompassing a population of at least 50,000 people
    - **Rural** – an area of less than 50,000 people but more than six people per square mile
    - **Frontier** – an area encompassing a population of six or fewer people per square mile

**B. INSTRUCTIONS FOR COMPLETING THE SALARY/BENEFITS DATA SURVEY TOOL (TAB 2)**

The Salary and Benefits Information section of this survey, found on **TAB 2** (entitled **2-SurveyTool-SalaryBenefits**), asks for salary and benefits dollar amount information about your health center employees within **16 specific titles**. In the case that your health center is part of a larger public or private entity, please report on the employees for the health center only. Please provide information based on the actual day that you completed the survey.
**B. Instructions for Completing the Salary/Benefits Data Survey Tool (Tab 2), continued**

*For confidentiality reasons, please DO NOT provide any individual names.\*  
**NOTE:** Columns A, B, and C as well as Row 4 are hidden for NWRPCA administrative purposes.

**Column D – Position Titles:** The position titles portion of the survey is broken into two sections: Administrative Positions and Clinical Positions. Each section uses commonly accepted titles and is listed alphabetically.

- Use the **Administrative Positions** section to list employees typically without clinical responsibilities.  
  - In this abbreviated 2023 survey, there are only three administrative titles to report.
- Use the **Clinical Positions** section to list employees with clinical responsibilities.  
  - In this abbreviated 2023 survey, there are only 13 clinical titles to report.
- Refer to section  
  - **E. SUMMARY JOB DESCRIPTIONS** (page 5 of this instructions document, or as seen in a pop-up box when you hover over a title in the survey tool) to ensure you are categorizing your employees correctly.

**ADDITIONAL DATA ENTRY NOTES:**  
- Please do not change the existing position titles. Please do not use acronyms.  
- **Please list only ONE position per line (maximum of 1.0 FTE).**  
- If there are not enough lines to list all of your employees for a position title, feel free to add additional lines to the table.  
  - **TIP:** copy a sample row (highlight the row, right click over the row number and choose “copy”) and insert the copied cells into the list of similar position titles.  
  - In many cases we have given you multiple lines to list multiple employees under the same title. If you have one or no employee(s) for any title, please leave the other lines blank.

**Column E – List Position Credentials:** For the “Director, Medical/CMO” title you will be asked to “List credentials” (e.g., MD, DO, PA-C, FNP, etc.) Please provide details about the employee’s credentials as indicated in Column E. Note that cells in Column E will be highlighted in yellow if this information is required; all others will be marked “N/A” for “Not Applicable.”

**Column F – Annual FTE:** Please list the actual annual Full Time Equivalent (FTE) for each individual.

- For example, a full-time, 40 hour/week staff person is a 1.0 FTE, while a part-time 20 hour/week staff person is a 0.5 FTE.
- Each entry should be calculated to equal the annual FTE equivalent; for example, an employee that has worked six eight-hour shifts in the past two months should be calculated as follows (note that these instructions can be used to develop an annual equivalent for PRN employees):
  
  \[
  6 \times 8 = 48 \text{ (hours worked in two months)} \\
  48 \times 6 = 288 \text{ (hours extrapolated for one year)} \\
  288 / 2080 = 0.138 \text{ (FTE calculated based on 2080 hours per year at full-time)}
  \]
- The maximum FTE listed should be 1.0; if you have more than one employee for any position, please list each employee on a separate line.  
- If you have an employee that performs tasks based on different position titles, please split their FTE, salary, and benefits accordingly (e.g., for an employee that spends 40% of their time on transcription, and 60% of their time on reception duties, please list 0.4 FTE under Transcriptionist with 40% of that person’s annual salary and benefits, and 0.6 FTE under Receptionist with 60% of that person’s annual salary and benefits).

**Column G – Current Annual BASE SALARY:** Please enter the annual base pay paid to each individual, to correspond with the FTE provided in Column F.

- Each entry should be calculated to equal the annual base pay; for example, an employee that has been paid a base of $13.50 per hour for six eight-hour shifts in the past two months should be calculated as follows (note that these instructions can be used to develop an annual equivalent for PRN employees):
  
  \[
  13.50 \times 6 \times 8 = $648 \text{ (earnings for the two-month period)} \\
  648 \times 6 = $3,888 \text{ (earnings extrapolated for one year)}
  \]
- Do NOT include bonuses, incentive payments, differential pay, overtime pay, etc. (these are included in Column H - Current Annual ADDITIONAL PAY); also, do NOT include items such as parking reimbursement, continuing education pay, dues and licensure payments, relocation costs, etc.
B. Instructions for Completing the Salary/Benefits Data Survey Tool (Tab 2), continued

Column H – Current Annual ADDITIONAL PAY: Please enter the annual amount of bonuses, incentives, differentials, and/or overtime paid to each individual over the past 12 months. Do NOT include items such as parking reimbursement, continuing education pay, dues and licensure payments, relocation costs, etc.

- Add details about the types of Additional Pay included (e.g., "$500 retention bonus for 10 years of work plus $1,000 differential for on-call duties") in column M to the right of each entry.
- Examples of Additional Pay may include but are not limited to:
  - Bonuses for new hire, retention (monetary increase or lump sum for a certain length of employment), Relative Value Unit (RVU) production, quality-based production, etc.
  - Differential increases for on-call, delivery, bilingual, productivity, procedure ability (c-section, colonoscopy, etc.), isolation, hazard pay, etc.
- Do NOT include any cash-in-lieu payments related to benefits programs (e.g., an employee who declines health insurance may be eligible for an annual lump-sum cash-in-lieu payment); instead, include these payments in the "Current Annual BENEFITS” information (Column J).
- If your organization does not utilize these additional pay categories (or is unable to track them), you may leave this column blank.

Column I – Current Annual TOTAL PAY: This amount, the annual base pay PLUS annual additional pay (e.g., bonuses, incentives, differentials, overtime, etc.) paid to each individual, will auto-calculate based on what has been entered in Column G (Current Annual BASE SALARY) and Column H (Current Annual ADDITIONAL PAY).

- Please utilize this information to verify what you have entered in Columns G and H.

Column J – Current Annual BENEFITS: Please list the dollar amount that only the employer contributes to benefits annually. Include ONLY employer contributions to health, dental, vision, life, and disability insurance, and retirement/pension plans (including any cash-in-lieu payments for employees declining participation in these plans). If the employer does not make any contributions to these benefits for an employee, enter “zero” in this cell.

- Each entry should be calculated to equal the annual benefits; see similar note for Column G (Current Annual BASE SALARY).
- Please do NOT include items such as parking reimbursement, continuing education pay, dues and licensure payments, relocation costs, vacation/sick/PTO pay, etc.

Column K – Date of Hire: Please provide the date each employee was hired by the organization (NOT the date they may have been promoted/hired into their current position); provide this date of hire information (mm/dd/yy) for ALL employees. If an employee has worked for your organization more than once (e.g., worked at your organization, left employment for some amount of time, and was later re-hired by your organization), please use the hire date for the most recent term of employment.

- The date of hire MUST be the same as, or previous to, the survey's "date of completion” as indicated on Tab 1 under "CONTACT INFORMATION.”

Column L – Member of Executive Team: Please check this column (press any key and hit enter) if the employee is considered a member of your organization’s Executive Team, typically top-level administrative and clinical employees that are involved in strategic decision making about the day-to-day operations of your organization. These positions are typically exempt and typically have supervisory responsibilities.

Column M – List Additional Pay: Please provide details about the types of bonuses, incentives, differentials, overtime, etc. included in the dollar amount of additional pay indicated in Column H (Current Annual ADDITIONAL PAY). Only complete this cell if you are reporting Additional Pay for the employee in Column H. If you are reporting Additional Pay for the employee in Column H, this information is required.

- If the dollar amount reported in Column H represents multiple types of additional pay, please include details about the dollar amount for each type (e.g., "$500 retention bonus for 10 years of work plus $1,000 differential for on-call duties").
- Please do NOT include items such as parking reimbursement, continuing education pay, dues and licensure payments, relocation costs, vacation/sick/PTO pay, etc.
C. INSTRUCTIONS FOR COMPLETING THE TURNOVER SURVEY TOOL (TAB 3)

The Turnover Information section of this survey, found on TAB 3 (entitled 3-SurveyTool-Turnover), asks for your organization's 2022 turnover data for full-time and part-time permanent employees (excluding temporary workers and contractors).

NOTE: Column A and Rows 4-5 are hidden for CHAMPS/NWRPCA administrative purposes.

C. Instructions for Completing the Turnover Survey Tool (Tab 3), continued

Follow the steps below when completing the turnover section of the survey.

- **STEP ONE**: Review the definitions below.
- **STEP TWO**: Enter calendar year 2022 turnover data for your health center in the third tab of the spreadsheet. Please complete the survey in the electronic format provided, noting that the spreadsheet is designed to compute figures in the gray cells for you based on your other entries (e.g., Total Separations in Column E, Turnover Rates in Column G, and the figures for Clinical Provider Staff in Row 13, Clinical Advanced Practice Provider Staff in Row 17, Clinical Support Staff in Row 22, and All Staff in Row 23).

Turnover Survey Definitions:

- **Administrative Leadership/Management/Supervisory Staff**: Executives, Directors, Managers, Supervisors focusing on Administrative activities/programs within the health center (e.g., CEO, CFO, Operations Director, Human Resources Manager, Billing Supervisor, etc.); typically Exempt
- **Administrative Support Staff**: Billing Personnel, Eligibility Personnel, Facility Staff, Front Desk Personnel, Intake Staff, Medical Records Staff, Registration Personnel, etc.; typically Non-Exempt
- **Clinical Leadership/Management/Supervisory Staff**: Executives, Directors, Managers, Supervisors for Clinical activities/programs within the health center (e.g., CMO, Clinic Director, Nurse Manager, MA Supervisor, etc.); typically hold clinical credentials; typically Exempt
- **Clinical Provider Staff** – Doctrate-prepared providers; typically Exempt; reported under the following categories:
  - **Medical Provider Staff**: Family Practitioners, General Practitioners, Internists, OB/GYNs, Pediatricians, Pharmacists (including RPh), Other Specialists
  - **Dental Provider Staff**: Dentists
  - **Behavioral/Mental Health Provider Staff**: Psychiatrists, Psychologists (Phd, PsyD, EdD)
- **Clinical Advanced Practice Provider Staff** – Typically Master’s-prepared providers; typically Exempt; reported under the following categories:
  - **Medical Advanced Practice Provider Staff**: Certified Nurse Midwives (CNMs), Nurse Practitioners (NPs, not including Psychiatric), Physician Assistants (PAs)
  - **Dental Advanced Practice Provider Staff**: Dental Hygienists, Dental Therapists
  - **Behavioral/Mental Health Advanced Practice Provider Staff**: Licensed Clinical Social Workers (LCSWs), Licensed Professional Counselors (LPCs), Licensed Clinical Professional Counselors (LCPCs), Psychiatric Nurse Practitioners (Psych NPs), Masters in Social Work (MSWs), Marriage and Family Therapists (MFTs), Master’s Level Addiction Counselors, Other Master’s-prepared Behavioral/Mental Health Providers
- **Clinical Support Staff** – Typically staff with a level of educational attainment at the Bachelor’s-level or lower; typically Non-Exempt; reported under the following categories:
  - **Medical Support Staff**: Registered Nurses, Nurse Assistants, Medical Assistants, Laboratory Personnel, Pharmacy Technicians, X-Ray Personnel, Ultrasound Technicians, Other Medical Support Personnel
  - **Dental Support Staff**: Dental Assistants (including Expanded Function), Dental Technicians
  - **Behavioral/Mental Health Support Staff**: Addiction Counselors (CACs), Other Behavioral/Mental Health Support Staff
  - **Other Clinical and Enabling Support Staff**: Case Managers, Education Specialists, Nutritionists/Dieticians, Outreach Workers, Other Enabling Services Personnel
C. INSTRUCTIONS FOR COMPLETING THE TURNOVER SURVEY TOOL (TAB 3) (Continued)

- **All Staff**: Total of all employees, exempt and non-exempt (sum of the six main position groups listed above)
- **Non-Exempt Staff**: Employees eligible for overtime payments for time worked in excess of 40 hours in a workweek
- **Exempt Staff**: Employees exempt from overtime requirements
- **Voluntary Separations**: Employee-initiated terminations, including retirements and deaths; do not include termination of temporary employees or contractors
- **Involuntary Separations**: Organization-initiated terminations including permanent reductions in workforce; do not include termination of temporary employees or contractors
- **Total Separations**: Sum of voluntary and involuntary separations
- **Average # of Employees in 2022**: Can be figured one of two ways:
  1. \( \frac{(# \text{ of employees Jan. 1, 2022}) + (# \text{ of employees Dec. 31, 2022})}{2} \)
  2. \( \frac{\text{SUM of the # of employees at the beginning of each month in 2022}}{12} \)

D. INSTRUCTIONS FOR DOUBLE-CHECKING AND SUBMITTING DATA

Before submitting your data, please do a review of data (the suggestions below are based on the most seen data submission errors).

- Make sure you have completely filled in the “Contact and Organizational Information” (Tab 1):
  - All contact information is required.
  - You must provide the date completed.
  - Responses to all three Organizational questions are required.
- Double-check your “Salary/Benefits” entries (Tab 2):
  - Have you forgotten FTE amounts for any employees?
  - Have you provided an FTE but forgotten to fill in the salary, benefits, etc. information?
  - If you provided a dollar amount for Additional Pay (in Column H), have you provided details describing the type of additional pay in Column M?
  - Is the “Current Annual Benefits” cell (Column J) blank for any reported employee? If so, please change to either the appropriate dollar amount, or to “zero” as needed.
  - Did you provide a date of hire (mm/dd/yy) in Column K for all reported employees? Do any of those dates look odd, indicating a possible entry error?
  - Have you identified members of your Executive Team by checking the appropriate boxes in Column L?
  - For “Director, Medical/CMO” employees, have you provided the employee’s credentials in Column E?
- Double-check your “Turnover” entries (Tab 3):
  - Use the auto-calculated “Total # of Separations” column to double-check your entries for the “Voluntary” and “Involuntary” subgroups.
  - Use the auto-calculated “All Staff” row to double-check your entries for the six staffing sub-groups.

When you are finished, and by Wednesday, April 26, 2023, email your completed spreadsheet to: Salary Survey Team at (BIX@nwrpca.org)

E. SUMMARY JOB DESCRIPTIONS

INTRODUCTION

The following summary job descriptions are provided to ensure health centers are A) reporting employee data under the most appropriate titles and B) referring to the most appropriate titles when utilizing final salary and benefits data to design compensation structures.

- All information provided represents typical/preferred information and is not meant to represent exact position requirements; exact duties, responsibilities, education, experience, etc. will vary from health center to health center (e.g., in most cases, various combinations of education and experience may be accepted).
  - Also note:
    - **Supervisory Responsibility**: Indicates whether this title is typically required to supervise one or more other employees.
    - **Budget Responsibility**: Indicates whether this title typically has oversight responsibility for staying within a set budget (although they might not have created that budget themselves).
E. Summary Job Descriptions, Clinical Titles, continued

ADMINISTRATIVE TITLES

Director, Executive/CEO

Typical Core Duties: Responsible for the ongoing success of the health center. Provides vision and leadership to plan, administer, implement, direct, and monitor all aspects of the organization in accordance with Board-developed policies, strategic goals, and objectives. Monitors national, state, and local political environment. Establishes and maintains strategic relationships. Assures adherence to all regulatory, funding, and operating requirements for the establishment and continued accreditation as a Health Center Program Grantee/FQHC Look-Alike. Assures all operations are financially viable, consistent with mission, strategic plan, applicable laws and regulations, and principles of professional and business ethics. Acts as non-voting, ex-officio member of the health center Board of Directors; accountable to Board. Supervises upper-level health center leadership.

Supervisory Responsibility: Yes

Preferred/Typical Level of Education, Years of Experience, & Licenses/Certifications:
Bachelor’s degree required, Master’s degree preferred; 5-10 years of experience in upper-level management preferred, including 2+ years of experience in a health care facility (health center preferred); no licenses/certifications

Possible Titles/Variations: Chief Executive Director, Chief Executive Officer, Executive Director, President

Director, Fiscal/CFO

Typical Core Duties: The organization’s top financial leader, responsible for overseeing business operations and administrative functions typically related to fiscal control of budgets, supervision of purchasing, grants, property, inventory, billing, insurances, payroll, property management, cash disbursements and receipts, accounts receivable, financial statements, and related statistical systems. Prepares federal and other grant budgets and financial status reports. Develops financial analyses and forecasts to support future planning. Provides Board of Directors with relevant financial data for budgetary and financial governing decisions. Supervises business and accounting staff. May be responsible for additional functions (e.g., Human Resources). Typically a member of the senior management team.

Supervisory Responsibility: Yes

Preferred/Typical Level of Education, Years of Experience, & Licenses/Certifications:
Bachelor’s or Master’s degree in Accounting, Business Administration, or Finance; 5+ years of experience in the finance function with responsibilities of business operations, accounting, cost analysis and control, etc.; Certified Public Accountant (CPA) preferred

Possible Titles/Variations: Chief Financial Officer, Director of Finance, Executive Vice President of Finance, Vice President of Finance

Receptionist/Front Desk/Appt. Clerk

Typical Core Duties: Responsible for patient check-in and check-out, including greeting and registering patients, screening visitors, answering phones, responding to requests for information, assisting visitors with ambulatory difficulties, completing patient registration paperwork, inputting data including insurance information, managing provider schedules, and collecting co-pays and payment plan payments. May have cross-over Cashier duties. May have additional duties relating to collecting/entering patient satisfaction data.

Supervisory Responsibility: No

Preferred/Typical Level of Education, Years of Experience, & Licenses/Certifications:
High school diploma/GED; 0-2 years of experience; no licenses/certifications

Possible Titles/Variations: Operator, Patient Services Representative, Scheduler

Note: Do not use this title for “Call Center Representative”. 
E. Summary Job Descriptions, Clinical Titles, continued

CLINICAL TITLES

Assistant, Dental
**Typical Core Duties:** Responsible for the sterilization of dental instruments, dental equipment maintenance, dental room turnover (cleaning/stocking), and performing chair side dental assisting duties.

**Supervisory Responsibility:** No  
**Budget Responsibility:** No

**Preferred/Typical Level of Education, Years of Experience, & Licenses/Certifications:**
High school diploma/GED; 1+ years of experience; Dental Assistant certification from accredited Dental Assistant program, state registration may be required; radiology license may be preferred; Basic Life Support (BLS) certification preferred.

**Possible Titles/ Variations:** None indicated

*Note: Do not use this title for “Assistant, Dental - Expanded Function”.*

Counselor, Licensed Professional (e.g., LPC, LCPC)
**Typical Core Duties:** Works with primary care providers to provide assessments and related diagnoses, consultation, education, brief therapeutic interventions, and referral/linkage for individuals with emotional, behavioral, mental health, and substance use issues.

**Supervisory Responsibility:** No  
**Budget Responsibility:** No

**Preferred/Typical Level of Education, Years of Experience, & Licenses/Certifications:**
Master’s degree required; 2-5 years of experience; state license required, e.g., Professional Counselor license (LPC), Licensed Mental Health Counselor (LMHC), Licensed Clinical Professional Counselor (LCPC), Licensed Professional Clinical Counselor (LPCC), etc.

**Possible Titles/ Variations:** None indicated

Dental Hygienist
**Typical Core Duties:** Provides direct patient oral health care and related education.

**Supervisory Responsibility:** No  
**Budget Responsibility:** No

**Preferred/Typical Level of Education, Years of Experience, & Licenses/Certifications:**
Associate’s or Bachelor’s degree in dental hygiene; 2+ years of experience; state Dental Hygiene license; Basic Life Support (BLS) certification typically required.

**Possible Titles/ Variations:** None indicated

Dentist
**Typical Core Duties:** Provides direct patient oral health care.

**Supervisory Responsibility:** Maybe  
**Budget Responsibility:** Maybe

**Preferred/Typical Level of Education, Years of Experience, & Licenses/Certifications:**
Graduate of an accredited dental school with a Doctor of Dental Surgery (DDS) or Doctor of Dental Medicine (DMD) degree; 0-2 years of experience; state dental license; current DEA (prescriptive authority) required; may require a state controlled substance clearance; Basic Life Support (BLS) certification required.

**Possible Titles/ Variations:** None indicated

Director, Medical/CMO
**Typical Core Duties:** The organization’s top medical leader, responsible for providing clinical and administrative leadership for the medical department, including oversight, evaluation, and direction for the department’s various functions at all sites. Responsibility includes primary care, and may also include specialty care, behavioral/mental health care, dental care, eye care, pharmacy, diagnostic services, etc. Guiding participant in the organization’s clinical quality improvement programs. Engages in clinical practice with patients. Typically a member of the senior management team. *If using this title, please enter any/all the employee credentials in column E of the Salary/Benefits tool.*

**Supervisory Responsibility:** Yes  
**Budget Responsibility:** Yes

**Preferred/Typical Level of Education, Years of Experience, & Licenses/Certifications:**
Graduate of an appropriate accredited school, typically a medical or osteopathic school with a degree of Doctor of Medicine (MD) or Doctor of Osteopathy (DO), but may include accredited Nurse Practitioner (NP) or Physician Assistant (PA) programs; may prefer additional degree (e.g., Master's in Public Health); 5+ years of experience; appropriate board eligibility/certification and state license; current DEA (prescriptive authority) required; may require a state controlled substance clearance; Basic Life Support (BLS) certification required.

**Possible Titles/ Variations:** Chief Medical Officer, Clinical Director, Executive Vice President of Medical, Medical Director, Vice President of Clinical Services, Vice President of Medical, Vice President of Medical Services
E. Summary Job Descriptions, Clinical Titles, continued

Medical Assistant, with Credentials

Typical Core Duties: Responsible for supporting providers, nursing staff, and other staff involved in patient care, usually including patient preparation (check-in/out, documenting vital signs and medical history, etc.), room turnover, and support of laboratory procedures and other clinic operations including entering orders; may have cross-over reception, phlebotomy, and other duties.

Supervisory Responsibility: No Budget Responsibility: No

Preferred/Typical Level of Education, Years of Experience, & Licenses/Certifications:
High school diploma/GED, graduate of an accredited Medical Assistant program; 1+ years of experience; state Medical Assistant license/certification required; Basic Life Support (BLS) certification typically required; may require additional certifications (e.g., phlebotomy, EMT, Community Health Aide, etc.)

Possible Titles/Variations: Certified Medical Assistant, Clinic Assistant, Registered Medical Assistant

Medical Assistant, without Credentials

Typical Core Duties: Responsible for supporting providers, nursing staff, and other staff involved in patient care, usually including patient preparation (check-in/out, documenting vital signs and medical history, etc.), room turnover, and support of laboratory procedures and other clinic operations; may have cross-over reception, phlebotomy, and other duties. Does not enter orders.

Supervisory Responsibility: No Budget Responsibility: No

Preferred/Typical Level of Education, Years of Experience, & Licenses/Certifications:
High school diploma/GED, graduate of an accredited Medical Assistant program; 1+ years of experience; Basic Life Support (BLS) certification typically required; may require additional certifications (e.g., phlebotomy, EMT, Community Health Aide, etc.)

Possible Titles/Variations: Clinic Assistant, Medical Assistant

Nurse Practitioner

Typical Core Duties: Delivers primary care to patients, including health promotion/maintenance, counseling and education, assessment, acute/chronic care, and consultation/collaboration with supervising physician, other health care professionals, and community resources. May focus on a specific sub-set of patients (e.g., pediatrics, geriatrics, etc.).

Supervisory Responsibility: Maybe Budget Responsibility: No

Preferred/Typical Level of Education, Years of Experience, & Licenses/Certifications:
Graduate of an accredited Nurse Practitioner program; experience preferred, but will hire new graduates; state Nurse Practitioner license, current DEA (prescriptive authority) required; may require a state controlled substance clearance; Basic Life Support (BLS) certification required

Possible Titles/Variations: None indicated

Note: Do not use this title to report “Psychiatric Nurse Practitioner” or “Nurse Practitioner Resident” employees.

E. Summary Job Descriptions, Clinical Titles, continued

Physician – Family Practice, with OB duties

Typical Core Duties: Responsible for provision of comprehensive primary and preventive care, including OB responsibilities (e.g., low risk obstetric care, including prenatal care, routine deliveries, and post-partum). Based on needs, may be responsible for OB-related surgery (typically limited).

Supervisory Responsibility: Maybe Budget Responsibility: Maybe

Preferred/Typical Level of Education, Years of Experience, & Licenses/Certifications:
Graduate of an accredited allopathic or osteopathic school with a degree of Doctor of Medicine (MD) or Doctor of Osteopathy (DO); experience preferred, but will hire new graduates; board eligible/certified in Family Practice, state Physician license, current DEA (prescriptive authority) required; may require a state controlled substance clearance; valid state’s driver’s license; Basic Life Support (BLS) certification required

Possible Titles/Variations: None indicated

Physician – Family Practice, without OB duties

Typical Core Duties: Responsible for provision of comprehensive primary and preventive care. Is not responsible for OB duties (e.g., deliveries).

Supervisory Responsibility: Maybe Budget Responsibility: Maybe

Preferred/Typical Level of Education, Years of Experience, & Licenses/Certifications:
Graduate of an accredited allopathic or osteopathic school with a degree of Doctor of Medicine (MD) or Doctor of Osteopathy (DO); experience preferred, but will hire new graduates; board eligible/certified in Family Practice, state Physician license, current DEA (prescriptive authority) required; may require a state controlled substance clearance; Basic Life Support (BLS) certification required

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Possible Titles/Variations: None indicated
E. Summary Job Descriptions, Clinical Titles, continued

**Physician Assistant**
Typical Core Duties: Delivers primary care to patients, including health promotion/maintenance, counseling and education, assessment, acute/chronic care, and consultation/collaboration with supervising physician, other health care professionals, and community resources. May focus on a specific sub-set of patients (e.g., pediatrics, geriatrics, etc.).

**Supervisory Responsibility:** Maybe  
**Budget Responsibility:** No  

Preferred/Typical Level of Education, Years of Experience, & Licenses/Certifications:  
Graduate of an accredited Physician Assistant program; experience preferred, but will hire new graduates; state Physician Assistant license, current DEA (prescriptive authority) required; may require a state controlled substance clearance; Basic Life Support (BLS) certification required

**Possible Titles/Variations:** None indicated

**Registered Nurse**
Typical Core Duties: Provides nursing services including screenings, assessments, and education as directed by supervising medical provider. May have Quality Improvement responsibilities.

**Supervisory Responsibility:** No  
**Budget Responsibility:** No  

Preferred/Typical Level of Education, Years of Experience, & Licenses/Certifications:
Associate’s degree required, Bachelor’s degree preferred, graduate of an accredited school of Nursing; 1-3 years of experience; state Registered Nurse license; Basic Life Support (BLS) certification required

**Possible Titles/Variations:** None indicated

**Social Worker – Licensed Clinical (LCSW)**
Typical Core Duties: Works with primary care providers to provide assessments and related diagnoses, consultation, education, brief therapeutic interventions, and referral/linkage for individuals with emotional, behavioral, mental health, and substance use issues.

**Supervisory Responsibility:** No  
**Budget Responsibility:** No  

Preferred/Typical Level of Education, Years of Experience, & Licenses/Certifications:
Master’s degree plus post-Master’s supervised experience; 2-5 years of experience; state Licensed Clinical Social Worker (LCSW) license

**Possible Titles/Variations:** None indicated

**Note:** Do not use this title to report unlicensed social workers.