



JOB TITLE: Advanced Practice Provider – Gynecology (NP or PA)

REPORTS TO: MEDICAL DIRECTOR

SUPPORTS: SURGEONS, MEDICAL DIRECTOR

JOB TYPE: Full-time

OVERVIEW: The Advanced Practice Provider (APP) provides comprehensive gynecologic care to patients in a collaborative, team-based specialty practice. This role focuses on outpatient gynecology, including preventive care, problem visits, procedures, patient education, and coordination of care. The APP works closely with physicians, nursing staff, and clinical support teams to deliver high-quality, patient-centered care.

RESPONSIBILITIES:

The following reflects management’s definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time with reasonable accommodation.

- Conduct comprehensive gynecologic evaluations, including annual exams, problem-focused visits, and follow-up care
- Diagnose and manage common gynecologic conditions (e.g., abnormal uterine bleeding, pelvic pain, infections, menopausal symptoms)
- Perform in-office procedures within scope of practice (e.g., Pap smears, endometrial biopsies, IUD insertions/removals, Nexplanon, colposcopies if trained)
- Prescribe medications and treatments in accordance with state regulations and practice protocols
- Provide counseling and education on contraception, sexual health, menopause, and preventive care
- Review and respond to labs, imaging results, and patient messages within established timelines
- Document patient encounters accurately and timely in the electronic medical record (EMR)
- Coordinate referrals and collaborate with physicians and specialists as needed
- Participate in care planning for surgical or complex patients as appropriate
- Work collaboratively with physicians, nursing staff, MAs, PCCs, and administrative teams
- Participate in clinical meetings, case discussions, and quality improvement initiatives
- Support practice standards, workflows, and clinical protocols
- Adhere to all clinical policies, procedures, and regulatory requirements
- Maintain licensure, certifications, and continuing education requirements
- Uphold patient confidentiality and HIPAA compliance at all times

MINIMUM POSITION REQUIREMENTS:

Education & experience

- Current Nurse Practitioner (NP) or Physician Assistant (PA) license in the state of Arizona
- DEA registration (or ability to obtain)
- Minimum of 1 year of women’s health or gynecology experience preferred (new grads with strong women’s health training may be considered)

- Strong clinical judgment, communication, and organizational skills
- Prior experience in specialty gynecology or women’s health practice, preferred
- Experience with EMR systems (e.g., Athena, Epic, eClinicalWorks, etc.), preferred
- Procedural experience in gynecology, preferred

Special Skills/Equipment: Bilingual English/Spanish is a plus. Must provide proof of current driver’s license and auto insurance. Traveling may be required between clinics and admin offices.

Expectations: Reliable attendance and punctuality are essential. The Advanced Practice Provider must work effectively within a multidisciplinary clinical team while also demonstrating the ability to problem-solve, remain self-motivated, and exercise sound clinical judgment. A strong commitment to excellence and high professional standards is required, along with excellent written and verbal communication skills, strong organizational abilities, and attention to detail. The APP must be able to multitask, manage competing priorities, and adapt to changing workflows with flexibility and professionalism. Proficiency in electronic medical records and clinical software is expected with training as needed. The role requires the ability to work independently with minimal supervision, follow written and verbal instructions and clinical protocols, and interact effectively with a diverse patient population, colleagues at all organizational levels, and external partners.

Physical Requirements and Work Environment: **The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* Ability to operate office requirement, including computer and copier equipment. Must be able to sit or stand for long periods of time, with occasional walking. Ability to bend and lift up to 25 pounds. Hearing and vision required.

SALARY/BENEFITS:

Salary: Compensation depends on experience and is competitive. Competitive benefits package: paid holidays, PTO, medical/dental/vision insurance, AD&D insurance, travel reimbursement, employee assistance program.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship. My signature below is to acknowledge that I have received a copy of this job description. I have read and I understand the information contained herein. If I have any questions about the content of this job description, I can contact my Supervisor/Manager or Human Resources.

Employee Name (please print)

Employee Signature

Date