



JOB DESCRIPTION

Position Title: Physician Assistant – Certified (PA-C)

Department: Medical

Reports to: Chief Medical Officer (CMO)

Supervision of: None

FLSA Status: Exempt

General Summary:

Provides primary medical care in designated settings under the supervision of a licensed physician. Working through physician approved protocols, evaluates and treats patients. Insures quality assurance standards are met by following all guidelines of physician(s), and the Health Center. Collaborates with other physicians and provider staff to provide delivery of services available for patient's needs. Under the direction of the CMO and Supervising Physician, performs and provides clinic and assists in and supports provision of services at and to patients of area healthcare institutions and providers. OSHA Blood borne Pathogens Class I.

DUTIES & RESPONSIBILITIES:

Provides comprehensive patient care to individuals, families, and communities.

- Utilizes training and expert knowledge to identify areas of need based on protocols to assess, treat, and refer as necessary.
- Demonstrates competency as a Physician Assistant based on the skills, knowledge, and role in the care provided.
- Teaches patients health education/preventive medicine.
- Counsels patients on medical problems, expected effects of treatment, dietary measures, and other therapeutic health maintenance measures.

Collaborates with physician supervisors through approves protocols to provide delivery of quality health care services.

- Evaluates all appointed patients as outlined in physician approved protocols
- Obtain a complete history on chief complaints and other problems on patient presentation.
- Performs pertinent exams directed to patient's history and complaints. Specialty exams done if indicated.
- Requests or performs laboratory tests, request x-ray procedures and request other diagnostic test or procedures per protocols.
- Initiates drug therapy per protocols.

- Refers all urgent or complex patient care to the physician.
- Collects specimens for pathologic examination.
- In emergency situations, administers lifesaving procedures and medications pending the availability of a physician, but not to exceed_BLS/ACLS current training.
- Coordinates patient care with other members of the healthcare team.
- Documents all encounters, treatments and referrals in patient's record and/or charts.

KNOWLEDGE, SKILLS & ABILITIES:

- Personal Job-Related Skills: Effective oral and written communications skills. Skilled in counseling and leadership and management abilities.

EDUCATION & EXPERIENCE:

- Graduate of an approved Physician Assistant program. Bachelor's Degree in the healthcare field is desirable.
- Licensure, Registry or Certification: Certified by the NCCPA as a Physician Assistant (PA-C).
- Two years' experience in primary care/family practice preferred.
- Technical Training: Current ACLS, ATLS/PALS and BLS.

SPECIAL REQUIREMENTS

Requires full range of body motion including, but not limited to bending, lifting, manual and finger dexterity and eye-hand coordination. Requires standing, walking and/or sitting for extended periods of time. Scheduling may include irregular work hours, may involve lifting and carrying of items up to 50 pounds, requires corrected vision and hearing to normal range, may involve working through urgent and stressful conditions, may involve exposure to communicable diseases or body fluids.

OTHER SIGNIFICANT REQUIEMENTS:

- Maintains confidentiality while working with confidential matters on a daily basis.
- Provides service direct to patients while maintaining a positive patient relations/customer service atmosphere.
- Interacts with patients, family members, Chief Executive Officer, Chief Medical Officer and Medical Staff members on a continuous basis to insure the delivery of quality care and the achievement of organizational objectives.
- Follows aseptic procedures and procedures for using precautions when involved in direct patient contact or handling potentially infectious materials.
- Follows the safety policies and guidelines for the clinic.

- Participates in the Health Center’s QA/PI and Compliance programs and processes.
- Assist with and performs as requested other administrative duties as requested by the Chief Executive Officer.

DISCLOSURE STATEMENT

The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required in order to perform the work. The health center reserves the right to revise or change job duties and responsibilities as the business need arises. Additionally, this job description is not intended as an employment contract, implied or otherwise, and the Center continues to maintain its status as an at-will employer.

EMPLOYEE ACKNOWLEDGEMENT

Hope Clinic Mission Statement: Hope Clinic exists to show the light of God’s love to the community by providing a quality, patient-centered medical home.

SIGNATURE OF EMPLOYEE & SUPERVISOR

I hereby acknowledge that I have read and understand the above mentioned job duties, qualifications, policies, and procedures for this position. I also certify that I received a copy of this job description.

Employee Signature

Date

Supervisor Signature

Date

Please return this signed document to the Human Resources Department
This acceptance statement will be placed in your personnel file as part of your employment records.

