Position Summary: Responsible for providing independent clinical services for the Trauma and Acute Care Service (TACS). Duties will include rounding, writing orders, taking call (4 nights per month. Bonus for additional call), patient assessment, patient education, care coordination, disease management, and discharge activities, surgical assist, and post-operative and pre-operative care. Close collaboration with physicians and hospital staff is necessary. Professional interaction with referring physicians and staff, emergency medical personnel and primary care providers is essential.

Qualifications:

- Graduate of an accredited Physician Assistant Program or Advanced Nursing (Master’s Degree or higher).
- Current, unrestricted Physician Assistant or Advanced Nurse Practitioner license issued by state of practice (Colorado).
- Certification by the National Commission on Certification of Physician Assistance through successful completion of National Board Examination or equivalent certification from the nursing board.
- Current Active DEA.

Skills:

- Conflict Resolution
- Training
- Customer/Patient Service skills.
- Computer skills with proficiency with the EHR/PM systems in place.
- Proficiency in written and spoken communication skills.
- Standard office equipment skills.
- Microsoft Office 365 (Excel, PowerPoint, Outlook, Teams, Word, Planner, SharePoint, OneDrive, etc.)

Physical requirements:

- Sitting, standing, and walking in alternating needs throughout a workday.
- Occasional lifting of not more than 100bs (Lifting over this amount with assistance).
- Extensive computer use.
- Extensive telephone use for communication with patient, providers, and other caregivers.
- Ability to multi-task and complete many roles throughout a routine work shift.

Essential Duties and Responsibilities:

- Performs physical examinations, records physical findings, documents relevant history, and formulates a focus differential diagnosis with suspected definitive diagnosis based on patient’s condition.
- Assists in surgery, as directed by the physician. This includes helping with set up and room preparation to help ensure efficient use of time while operating.
- Orders, interprets, and evaluates diagnostic tests to identify and assess patient’s clinical problems and health care needs.
- Prescribes pharmacological and non-pharmacological therapies. Reviews and evaluates treatments to determine success.
• Discusses case with physician and other health professionals to prepare comprehensive patient care plan. Submits health care plan and goals of individual patients for periodic review and evaluation. Refers patients to physician for consultation or to specialized health resources for treatment as appropriate.

• Documents test results and medical information in the charts, calls patients to respond to questions regarding treatment, symptoms or medications in a timely manner.

• Maintains proper dictation, billing and coding practices.

• Performs authorized tests as directed by physician. Obtaining patient's medical history, current medications and other pertinent information. Able to perform complete and comprehensive physical examination.

• Provides patient education regarding reinforcement of risk factors for heart disease or other diseases, medications, disease process, diet, exercise and other topics. Provides education to meet the individualized needs of the patient and the family.

• May be asked to act as a preceptor to PA students doing rotations with our practice.

• Maintains a current knowledge and understanding of provider preferences for treatment of their patients.

• Facilitates productivity and customer service.
  o Meets customer/Patient needs and expectations in an ethical, proficient, competent, and timely manner.
  o Treats all customers/patients with compassion, caring, courtesy, and respect.
  o Provides timely and accurate information to the patient while protecting confidentiality.
  o Provides a positive customer/patient role model to other members of the healthcare team.

• Practices professional work behavior and appearance.

• Provides clinical support and resources to patients and practice personnel.

• Maintains compliance with regulatory agencies by monitoring and initiating changes where required (DORA, OSHA, CMS).

• Participates in staff meetings, and other meetings as required.

• Planning and timelines of performance criteria:
  o Completes job duties within a required time frame according to established schedules or workflow requirements.
  o Completes annual employment requirements.
  o Completes annual required training including reading assignments.
  o Attends all in-service on new procedures and policies as directed and devises them.

• Demonstrates compliance with corporate objectives.
  o Follows practice policies and procedures.
  o Completes appropriate reports as required.
  o Understands and follows regulatory requirements as applicable.

• Maintains personal growth and development through seminars, books, workshops, and professional affiliation to keep abreast of the latest trends of the field.

• Performs other duties as assigned or requested.