

Job Title: Physician Assistant – Pediatric Clinic

Posting Date: 12/1/23, Anticipated Hire Date: Immediately, 1st Quarter 2024, 2nd Quarter 2024

Business: All Ages Pediatrics, 301 West Second St. Ottumwa, IA 52501

Reports To/Hiring Contact: Dr. Eric Dodson, D.O., 641-799-7462

JOB SUMMARY: The Physician Assistant is responsible for examining patients, performing comprehensive physical examinations, and compiling patient medical data, including health history and results of physical examination. Administers or orders diagnostic tests, such as x-ray, electrocardiogram, and laboratory tests, and interprets test results for deviations from normal. Perform therapeutic procedures such as injections, suturing and wound care, and managing infection. Develops and implements patient management plans, records progress notes, and assists in provision of continuity of care. Instructs and counsels patients regarding compliance with prescribed therapeutic regimens and health maintenance.

KNOWLEDGE, SKILLS, AND ABILITIES: The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

- 1: The PA must be board certified or board eligible if recently graduated from physician assistant school.
- 2 The PA must have graduated from an accredited physician assistant program.

SUPERVISORY RESPONSIBILITIES: None

CONFIDENTIAL INFORMATION: The PA will be knowledgeable of sensitive patient information and is responsible for its confidentiality. The PA will abide by all HIPAA requirements.

WORKING CONDITIONS: The work environment will be consistent with that found in a clinical setting although infrequently a hospital setting may be required. Anticipated work hours will range from 40-45 hours per week.

PHYSICAL REQUIREMENTS: Seeing and hearing: read documents, computer screen, answer phones, communicate in person Frequently Standing and walking Frequently Sitting Frequently Climbing, stooping, squatting and kneeling Rarely Dexterity: utilizing phone, typing, and writing Frequently Lift in excess of 50 pounds Occasionally

ESSENTIAL JOB FUNCTIONS:

1. Clinic • Performs Consults • Round in a.m., see clinic patients – new and follow up patients • Complete documentation in EMR to also include work status, physical therapy orders and prescriptions • Perform call backs before, during and after clinic • Perform refill requests • Answer phone calls • Run interference for Physicians to keep schedule on track • See clinic patients in lieu of the Physician when circumstances warrant

2. Hospital • No current duties but may be an option in the future.

3. Miscellaneous • Attend committee meetings • Creating/updating schedule templates
• Obtain CME hours • Emailing schedulers to schedule injections/scans/appt/surgery •
Facilitating some educational presentations

Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without n