JOB DESCRIPTION

Job Title: Physician Assistant  Date: 9/16
Department: 500-620 PA  Job Class: Exempt
Reports To:

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 both a clinical and hospital setting. Anticipated work hours will range from 50-55 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
   • Answer calls from the floors
   • Travel to satellite clinics which starts as early as 5am but can vary, to get all rounds and other duties done, (typically not returning back to NSPC until 7pm)
   • Run interference for Physicians to keep schedule on track
   • See clinic patients in lieu of the Physician when circumstances warrant

2. Hospital
   • Round to meet with patients
   • Assist in surgery
   • Perform discharge summaries, write orders and notes during rounds and post op
   • Add notes and test results to auto chart
   • Recover surgery patients
   • Answer calls from the floors
   • Check with medical assistant/nurse regarding phone calls etc. Return calls and answer questions
   • Answer emails
   • Perform consults in house

3. Miscellaneous
   • Attend committee meetings
   • Creating/updating PA schedule
   • Obtain CME hours
   • Emailing schedulers to schedule injections/scans/appt/surgery
   • Compiling M&M stats
   • Participates in a rounding on-call weekends, rounds in the morning and fields various pages from patients at all times of day and night
   • Facilitating some educational presentations to other departments

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 notice.