

POSITION DESCRIPTION

POSITION TITLE: Physician Assistant

DEPARTMENT: Medical Clinic

INCUMBENT:

DATE EFFECTIVE:

REPORTS TO: Medical Director (clinical),
Director Clinic Operations (administrative)

APPROVED BY: _____

EXPOSURE CATEGORY: 1B

GENERAL STATEMENT OF DUTIES:

Works a minimum of 4 ½ days per week, but hours may be long and irregular. Occasionally works more than 40 hours per week including week-ends as necessary. The duties to be performed by the Physician Assistant shall in all events be consistent with the general practice of medicine in accordance with the customary rules and ethics and conduct of the American Medical Association and such other bodies, formal or informal, government or otherwise.

SUPERVISION RECEIVED:

By supervising physician on clinical matters and by the Director of Clinic Operations on administrative issues.

SUPERVISION EXERCISED:

The incumbent will ensure that all support staff under him/her shall operate in a clinically and fiscally responsible manner.

TYPICAL PHYSICAL DEMANDS:

- Must be able to move intermittently throughout the work day.
- Must be able to speak and write the English language in an understandable manner.
- Must be able to cope with the mental and emotional stress of the position.
- Must possess sight/hearing senses or use of prosthetics that will enable these senses to function so that the requirements of this position can be fully met.
- Must function independently, have flexibility, personal integrity, and the ability to work effectively with patients, personnel, and support agencies.
- Must be in good general health and demonstrate emotional stability.
- Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and at times hostile people within the facility.
- Must be able to assist in the evacuation of residents and patients.

TYPICAL WORKING CONDITIONS:

- Works in office areas as well as throughout the facility.
- Sits, stands, bends, lifts, and moves intermittently during working hours.
- Is subject to frequent interruptions.
- Is involved with residents, family members, personnel, visitors, government agencies/personnel, etc., under all conditions/circumstances.
- Is subject to hostile and emotionally upset residents, patients, family members, personnel, visitors, etc.
- Works beyond normal working hours when necessary.
- May be exposed to diseases and viruses.

ESSENTIAL DUTIES:

Medical Records

- The physician assistant shall maintain medical records on behalf of each patient seen. Such records shall at all times be the property of the employer.
- Patient dictation shall be completed in a timely manner and in accordance with the by-laws of the Virginia Gay Hospital Medical Staff.

Physician Assistant Responsibilities

- Participate in the development, execution and periodic review of the written policies governing the services the clinic furnishes.
- Provide services in accordance with those policies.
- Arrange for, or refer patients to, needed services that cannot be provided at the clinic.
- Assure that adequate patient health records are maintained and transferred as required when patients are referred.
- Participate with a physician in a periodic review of the patient's health records.
- Physician assistant shall perform medical services in accordance with the rules of ethics governing the practice of medicine. The physician assistant is under no obligation or requirement to refer patients to any healthcare provider and the amount of compensation will not vary based upon referrals made.
- Physician assistant is responsible to attend required educational offerings to maintain licensure in the State of Iowa.
- Physician assistant shall delegate duties to support staff as appropriate.
- Physician assistant shall serve as medical staff representative on Virginia Gay Hospital committees as appropriate.
- Physician assistant shall maintain medical staff privileges at Virginia Gay Hospital.

Acceptance of Patients

Physician assistant, physician and employer shall have mutual authority over acceptance or refusal of any patient and delegation of patients among employees of the employer.

Marginal/Incidental Duties:

- Conducts educational offerings.
- Speaks to hospital and community groups.
- Participates in health related activities and groups.
- Maintains membership in professional organizations.

Education/Experience:

Graduate of an accredited physician assistant program. Board certified.

Code:

N = **None**
O = **Occasionally (0-35%)**
F = **Frequently (36-74%)**
C = **Constantly (over 75%)**

Task	Code	Comments
Standing	F	Hrs/Day 6 Surface <u>Hard</u>
Sitting	O	Hrs/Day 2 Surface <u>Soft</u>
Walking	O	Hrs/Day 1 Surface <u>Hard</u>
Carrying	O	Weight/lbs. <u>30</u> Distance <u>Nominal</u>
Pushing	O	Weight/lbs <u>80</u> Distance <u>Nominal</u>
Pulling	O	Weight/lbs <u>80</u> Distance <u>Nominal</u>
Lifting	O	Weights/lbs <u>30</u> Distance <u>Nominal</u>
Climbing	O	Level (Floor, Knuckle, Shoulder, Overhead) <u>All</u>
Balancing	O	
Bending	O	
Twisting	O	
Crawling	O	
Reaching	O	Level (High/Low) <u>All</u>
Squatting	O	
Kneeling	O	
Shoveling	O	

- A. Average hours worked per week. 40/week
- B. Average hours worked per day 8/day
- C. Works inside 100% Works outside 0%
- D. Does employee work with (Y/N):

Confined spaces N Grease/Oils N Gases Y
 Fumes N Noise N Vibration N Acids N

Heights >10ft N

Machines/tools/equipment As per job description

- E. Safety equipment (please X):

Respirator X Gloves X Eye Protection X Boots
 Hearing Protection Hard Hat Body Protection X

Other Any other type of protection needed to properly protect employee from undue physical harm