



## Physician Assistant JOB DESCRIPTION

Position Title:	Physician Assistant	Exemption Status:	Exempt
Job Classification:		Job Code:	
Department:	Clinic		
Reports to:	CEO/Practice Administrator		
Last Update:	April 10,2017		

### Job Summary

- The Physician Assistant is responsible for contributing to physician's effectiveness by identifying short-term and long-range patient care issues that must be addressed; providing information and commentary pertinent to deliberations; recommending options and courses of action; and implementing directives of a supervisory physician.

### Essential Functions

- Promote the mission, vision, and values of the organization
- Contribute to physician's effectiveness by identifying short-term and long-range patient care issues that must be addressed; provide information and commentary pertinent to deliberations; recommend options and courses of action; and implement physician directives.
- Assess patient health by interviewing patients; performing physical examinations; obtaining, updating, and studying medical histories.
- Determine abnormal conditions by administering or ordering diagnostic tests, such as x-rays, electrocardiograms, and laboratory studies; interpreting test results.
- Document patient care services by charting in patient and department records.
- Perform therapeutic procedures by administering injections and immunizations; suturing; managing wounds and infections.
- Instruct and counsel patients by describing therapeutic regimens; giving normal growth and development information; discussing family planning; providing counseling on emotional problems of daily living; promoting wellness and health maintenance.
- Provide continuity of care by developing and implementing patient management plans.
- Maintain safe and clean working environment by complying with procedures, rules, and regulations.
- Protect patients and employees by adhering to infection-control policies and protocols.
- Comply with federal, state, and local legal and professional requirements by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; advising management on needed actions.
- Comply with medical bi-laws and organizational policies and procedures
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Develop health care team staff by providing information, educational opportunities, and experiential growth opportunities.
- Contributes to team effort by accomplishing related results as needed.

## **Non-Essential Functions**

- Perform other duties as assigned

## **Professional Requirements**

- Adhere to dress code, appearance is neat and clean.
- Maintain patient confidentiality at all times.
- Report to work on time and as scheduled.
- Wear identification while on duty.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Communicate the mission, ethics and goals of the organization.
- Participate in performance improvement and continuous quality improvement activities.
- Participate in committees, CQI and other meetings as appropriate and required.
- Ensure compliance with policies and procedures regarding clinic operations, fire, safety, and infection control.

## **Knowledge, Skills, Abilities**

- Knowledge of medical terminology
- Knowledge of latest trends in medical science
- Strong organizational and interpersonal skills
- Ability to determine appropriate course of action in more complex situations
- Ability to work independently, exercise creativity, be attentive to detail, and maintain a positive attitude
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Ability to maintain confidentiality of all medical, financial, and legal information
- Ability to complete work assignments accurately and in a timely manner
- Ability to communicate effectively, both orally and in writing
- Ability to handle difficult situations involving patients, staff, or others in a professional manner

## **Qualifications**

- Master's Degree in medicine
- Board certified in Specialty preferred
- Current New Mexico Medical License
- Current with Continuing Medical Education
- Current Basic Life Support (BLS) certification
- Current Advanced Cardiac Life Support (ACLS) certification
- Current Pediatric Advanced Life Support (PALS) certification
- Current DEA License
- Current New Mexico CSR License

## **Physical Requirements and Environmental Conditions**

- Working irregular hours including call hours
- Physically demanding, high-stress environment
- Exposure to blood and body fluids, communicable diseases, chemicals, radiation, and repetitive motions
- Pushing and pulling heavy objects
- Full range of body motion including handling and lifting patients
- Position requires light to moderate work with 50 pounds maximum weight to lift and carry.
- Position requires reaching, bending, stooping, and handling objects with hands and/or fingers, talking and/or hearing, and seeing.
- Ability to work in varying degrees of temperature (heater or air conditioned).
- Ability to walk, stand or be on feet approximately 8 hours per day.
- Ability to sit for 2-4 hours per day.

## **General Sign-off**

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.*

I have read, understood and had the opportunity to ask questions regarding this position description.

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**Employee's Signature**

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**Date**