



**Clínica**  
*Monseñor Oscar A.*  
**Romero**

## **Clinica Msr. Oscar A. Romero Job Description**

**Job Title:** Physician Assistant  
**Status:** Full-Time  
**Department:** Medical

### **Position Summary:**

To fulfill duties of obtaining health histories and performing physical examinations and laboratory tests. Diagnoses and treatment of physical, social and emotional health needs for our clients. Outpatient obstetric primary care to normal/low risk obstetric patients. Solely outpatient low risk, no deliveries or inpatient obstetric care.

### **Responsibilities:**

- Performs history and physical examinations on adults and children (if trained to do so). Physical exams include pre-employment, school, sports, well child periodic screening, etc.
- Performs Pap smears, breast examinations, and other medical services as needed.
- Counsels for birth control and prescribes as appropriate.
- Gathers complete medical history and performs a physical exam on each client.
- Provides treatment for and documents various related diseases.
- Writes prescriptions as deemed appropriate by supervising physician.
- Review results of lab tests and diagnostic imaging and arranges appropriate follow-up.
- Provides for the provision of health education and appropriately documents all health education.
- Reviews referral/consultant reports and arranges appropriate follow-up.
- Answers miscellaneous medical questions in the absence of the Nursing Director or Medical Director.
- Assists in training of staff.
- Participates in provider meetings.
- Participates in chart review and quality assurance activities as detailed in the Quality Assurance policies and procedures.
  
- **Provides back up for Nursing Director and Medical Director as follows:**
  - Responds to calls from pharmacies regarding prescriptions and refills
  - Responds to calls from other physicians
  - Responds to calls from patients requiring medical advice when the Registered Nurse is not available.
  - Triage walk-in patients when the R.N. is not available at the request of front or back office staff.
  - Assists the front office staff in arranging for appropriate arrangements for patients who arrive when the provider they were scheduled with has been canceled- i.e. reviews the medical record and helps determine how soon and where the patient should be seen.
  - Other responsibilities and duties as assigned.

### **Qualifications/Requirements:**

Knowledge, Skills and Abilities



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- Knowledge of nursing process and medical model:
- Knowledge of health and physical assessment; Ability to perform emergency resuscitation
- Knowledge of medical diagnosis and appropriate treatments
- Knowledge of sanitation practices, proper nutrition, and related programs
- Skill in written and verbal communication;
- Ability to establish and maintain effective working relationships with employees, other agencies, and the public, and ability to manage and lead clinic operations.

### Education

- Equivalent to a Master's degree from an accredited Nurse Practitioner or Physician Assistant Program.
- State of California Nurse Practitioner license or National Certification as a Physician Assistant.

Selected applicants are subject to, and must pass, a full background check.

**CLINICA MSR. OSCAR A ROMERO IS AN EQUAL OPPORTUNITY EMPLOYER**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_