



## POSITION DESCRIPTION

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<b>TITLE</b>	Physician Assistant	<b>DEPARTMENT</b>	Clinical
<b>REPORTS TO</b>	Physician	<b>STATUS</b>	Exempt/Professional
<b>REVISION/ISSUE DATE</b>	05/01/11		

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### Position Summary

Within legal scope of practice, responsible for:

- ✓ Providing direct primary and supportive care to an ethnically and socially diverse patient population in accordance with protocols, policies and procedures; and ensuring quality of care and services. Depending upon assignment the incumbent may treat adults, children/adolescents, obstetric and/or gynecological patients.
- ✓ Providing professional leadership and supervision to registered nurses, licensed vocational nurses and support staff to enhance their patient care skills.

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### Essential Functions

1. Provides primary care services to clinic patients ensuring they receive quality, timely, professional care services in accordance with the clinic's mission and values. This includes:
  - Obtaining patient's medical and social history
  - Conducting routine physical examinations
  - Ordering laboratory, x-ray and other tests
  - Providing health tracking and counseling
  - Monitoring and managing stabilized chronic conditions
  - Providing care to uncomplicated pre- and post-natal patients
  - Observing and interpreting data and formulating a diagnosis
  - Formulating a care plan in collaboration with the patient for disease prevention and restorative measures, ensuring the patient's safety, comfort, hygiene and protection
2. Evaluates the effectiveness of the care plan through observation of patient's physical condition and behavior, symptoms of illness and reactions to treatment; communicates with patient and other members of the health team and modifies treatment plan as needed.
3. Serves as an advocate for the patient and family through all facets of accessing care at the clinic and elsewhere, ensures the interests and wishes of the patient are represented; ensures patient has the information to make informed decisions about treatment.
4. Discusses cases with physicians and other professional and support staff regarding care and treatment of patients; prepares and submits health care plans and goals of individual patients for review and evaluation by physician.
5. Strictly adheres to universal precautions as established by the Center for Disease Control and Prevention, Occupational Safety and Health Administration, DHS/OA and clinic standards and monitors compliance of others.

6. Ensures patient/client confidentiality in accord with HIPAA privacy regulations; demonstrates complete discretion when discussing patient information.
  7. Treats patients, family members, co-workers and others with dignity, respect and trust.
  8. Completes electronic health records and other documentation for clinic sessions in a timely manner ensuring accuracy and completeness so the clinic can collect funds for the services; ensures maintenance of electronic health records/documents in accordance with clinic policies and procedures, contractual obligations, regulations and funding sources.
  9. Maintains working knowledge of medical and related skills through reading, participation in seminars and other educational opportunities and personal contacts/professional memberships in the field; ensures timely completion of continuing education required to maintain licensure.
  10. Participates as a member of the site's leadership team; promotes the clinic's goals and philosophies to staff; participates in committees; actively cooperates with others in support of the clinic's goals; provides input on general operational issues to improve the quality of health care delivery and to create and monitor protocols/guidelines for patient care and uniformity of documentation.
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### **Secondary Duties**

- Participates in identification of training needs of RN's, LVN's, M.A.'s and other support staff and collaborates with others to develop and implement appropriate training programs and provide on-site opportunities to ensure a skilled and knowledgeable staff.
  - As a professional, the incumbent may be expected to assume responsibility for projects, initiatives or research outside of daily responsibilities.
  - Performs related duties as required.
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### **Position Requirements**

**Position Requirements: These are general guidelines based on the minimum experience normally considered essential to the satisfactory performance of this job. Individual abilities may result in some deviation from these guidelines.**

To perform effectively in this position, the incumbent must have:

- Certification as a Physician Assistant
- Competency in evaluating and treating general pediatric and adult ambulatory care
- Ability to perform clinical and patient support duties within established guidelines in a organized, efficient manner
- Ability to relate and communicate well to all cultural and ethnic groups in the community, including fluency in written and spoken English. Bi-lingual skills in written and spoken Spanish are preferred and may be required for specific assignments.
- Working knowledge of direct outpatient care and management methods and practices in a community clinic setting. Prior experience in a similar setting is preferred.
- Basic knowledge of local, state and federal regulations relating to care of patients in a clinic

setting; and prior experience with county, state and federal programs such as CHDP, FPACT, EWC, Medi-Cal and Title X is preferred.

- Knowledge of common safety hazards and precautions sufficient to maintain a safe work environment
- Skill in identifying problems and recommending solutions in a clear, concise and proactive manner, including recognition and resolution of costly errors
- Ability to develop and maintain cooperative relationships with staff members, patients and other clinicians and work as a member of a multi-disciplinary team
- Ability to complete and maintain records in accordance with procedures utilizing an electronic health record system, plus general computer skills in Microsoft Office programs
- The flexibility to deal effectively with changes in work schedules and sites
- Current California driver's license and State-required insurance when using personal vehicle on clinic business and a driving record acceptable to the organization and/or its insurance carrier.
- Willingness to commit to the philosophy and goals of Watts Healthcare.

Typically, these skills are the result of completion of education and training that provides the necessary licenses and several years of experience, preferably including some in a community clinic environment.

The incumbent must be able to perform this job safely, without endangering the health or safety of him/herself or others. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

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### **Work Environment**

The environment for this position is medical clinic that is clean and comfortable. It may include some minor annoyances such as noise, odors, drafts, etc. The incumbent is in a non-confined setting in which he or she is free to move about at will.

The employee may occasionally be exposed to emotionally upset patients/family members and will participate in the treatment of patients with potentially communicable diseases.

**Physical Activity:** Performs all or some of the following tasks during the workday: standing, walking, reading, writing/typing, speaking, listening and sitting.

**When performing patient care:**

- ✓ May occasionally lift/carry items weighing up to 15 pounds, more with assistance
- ✓ Will perform duties requiring a full range of body motion including handling and lifting patients
- ✓ Will utilize manual dexterity and eye-hand coordination
- ✓ Will experience frequent exposure to potentially infectious agents, communicable diseases, toxic substances, medicinal preparation and other conditions common to a physician's office
- ✓ Will need normal/corrected vision and hearing to within normal range
- ✓ May work under stressful conditions and/or work irregular hours

**Equipment Used:** Standard office equipment such as telephone, computer, printer, fax and copy machine. May be required to visit other clinic or community locations via personal vehicle or public transport on an occasional basis. As a provider of patient care, incumbent will use various personal protective clothing and equipment and utilize the full range of equipment, tools and supplies associated with medical care in an outpatient clinic.

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### Acknowledgement

I have been given a copy of this position description. I understand that I may be asked to perform responsibilities and duties not listed in the description and that my duties may change at any time, according to the clinic's needs. Nothing in this position description is intended to create a contract of employment of any type. Employment at Watts Healthcare is strictly on an at-will basis.

Employee Name (please print)	Employee Signature	Date
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I certify that I have discussed the position description with the employee.

Supervisor Name (please print)	Supervisor Signature	Date
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cc: Incumbent  
Employee's File  
Supervisor