

JOB DESCRIPTION

JOB TITLE: Physician Assistant

DEPARTMENT: General Medicine

REPORTS TO: Chief Medical Officer

POSITION OVERVIEW:

Promotes and maintains health by providing medical services under the supervision of a physician.

PA DUTIES/RESPONSIBILITIES:

1. Contributes 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; implementing physician directives.
2. Assesses patient health by interviewing patients; performing physical examinations; obtaining, updating, and studying medical histories.
3. Determines abnormal conditions by administering or ordering diagnostic tests, such as x-rays, electrocardiograms, and laboratory studies; interpreting test results.
4. Documents patient care services by charting in patient and department records.
5. Performs therapeutic procedures by administering injections and immunizations; suturing; managing wounds and infections.
6. Instructs and counsels 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.
7. Provides continuity of care by developing and implementing patient management plans.
8. Maintains safe and clean working environment by complying with procedures, rules, and regulations.
9. Protects patients and employees by adhering to infection-control policies and protocols.
10. Undertakes continuous self-improvement, attending applicable training, seminars, in-services and educational classes to maintain skills competency and current knowledge for standard of care and effective practices.
11. Responsible for following all agency safety and health standards, regulations, procedures, policies and practices.
12. Identifies, initiates and implements measures to deliver high quality care to patients and improve services.
13. Responds efficiently and timely to all patient and provider staff needs and inquiries.
14. Ensures excellent customer service to all FHCCGLA patients.

15. Works with the operations managers to manage patient scheduling and flow to address bottlenecks, scheduling issues, etc...
16. Handles patient grievances according to FHCCGLA's Policy & Procedure.
17. Assists in developing, updates & reviews of FHCCGLA Policies & Procedures (P&P's) as needed (with input from all other key personnel).
18. Ensures HIPAA compliance by maintaining strict confidentiality of all patient data and E.H.R./Practice Management System (PMS) according to regulations and FHCCGLA's P&P's.
19. Attends the following meetings/trainings:
 - Mandatory Quarterly Staff Meeting/Trainings- Quarterly (Jan., Apr., Jul. & Oct.).
 - Corporate Risk Management Meeting- Quarterly (Jan., Apr., Jul. & Oct.), as needed (advanced notice will be provided when feasible).
 - Clinical & Operations (C&O) Meeting- As needed (advanced notice will be provided when feasible).
 - Meetings with FHCCGLA's Executive Leadership, as needed (advanced notice will be provided when feasible).
20. Other pertinent meetings- As scheduled.
21. Remains informed of:
 - Current legal and regulatory changes related to scope of practice.
 - Specific programs/payors, insurances accepted, and services being offered at FHCCGLA.
 - All applicable Policies & Procedures
22. Complies 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.
23. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
24. Develops health care team staff by providing information, educational opportunities, and experiential growth opportunities.
25. Contributes to team effort by accomplishing related results as needed.
26. Directs outpatient care including the assessment and treatment of adult acute and chronic disease utilizing prudent clinical judgment and current standards of care.
27. Directs outpatient care including the assessment and treatment of pediatric acute and chronic disease utilizing prudent clinical judgment and current standards of care.
28. Directs outpatient care including the assessment and treatment of gynecologic and prenatal acute and chronic disease utilizing prudent clinical judgment and current standards of care.
29. All other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Valid California P.A. license, prefer certification

2. Prefer Masters degree.
3. Current valid CPR.
4. FQHC experience, highly preferred.
5. Excellent analytical skills.
6. Motivation to take initiative to ensure all tasks performed are completed thoroughly and accurately.
7. Excellent writing and verbal communication skills.
8. Knowledge of administrative principles and procedures.
9. Computer knowledge preferred (e.g., NextGen (E.H.R. & PMS), Microsoft Word and Excel).
10. Bilingual English/Spanish and familiarity with the Hispanic culture.
11. Access to automobile with valid California driver's license and state mandated automobile insurance.
12. Work schedule may include evenings, overtime, and weekends as needed.
13. Ability to prioritize workload and work under pressure of deadlines.
14. Ability to meet tight time sensitive deadlines.
15. Motivated and committed to the provision of high-quality healthcare for indigent and underserved communities.
16. Willingness to adapt to changes with regards to the agency's growth and expansion.
17. Ability to speak Spanish, preferred.
18. Certification, Health Promotion and Maintenance.
19. Thoroughness, Clinical Skills, Informing Others, Medical Teamwork.
20. Physiological Knowledge, Bedside Manner, Infection Control, Administering Medication, Pain Management, Self-Development.

ADDITIONAL ELIGIBILITY QUALIFICATIONS:

1. Ability to work well with others in a professional and team-oriented environment.
2. Well-developed interpersonal skills, friendly personality and able to motivate staff by promoting teamwork.
3. Ability to relate to the public regardless of ethnic, religion and economic status.
4. Excellent communication skills.
5. Willingness to travel.
6. Strong planning and organizational skills.
7. Problem analysis and critical thinking skills.
8. Excellent customer service skills.
9. Knowledge of the following (but not limited to), preferred:

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|---|---|--------------------------------|
| <input type="checkbox"/> My Health LA | <input type="checkbox"/> PPO's | <input type="checkbox"/> HMO's |
| <input type="checkbox"/> Medicare | <input type="checkbox"/> Family PACT | <input type="checkbox"/> CPSP |
| <input type="checkbox"/> Medi-Cal | <input type="checkbox"/> Fee-for-Service | <input type="checkbox"/> CHDP |
| <input type="checkbox"/> Managed Care Plans | <input type="checkbox"/> Every Woman Counts | |

Employee's Signature

Date

Supervisor's Signature

Date