

ROSEBUD HEALTH CARE CENTER
POSITION DESCRIPTION/ANNUAL EVALUATION

Department Name/Number	Position Title	Reports To
Clinic	Physician Assistant	CEO
Effective Date: March 2019	Supervisor Signature/Date:	
Position Grade:	Administration Signature/Date:	
Status: Exempt	Human Resources Signature/Date:	

Employee Name:
Hire Date: _____ Evaluation Due in Human Resources on: _____
Reason for Evaluation: 6 Month _____ Annual _____ Special _____

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

POSITION SUMMARY STATEMENT: In this position, the Physician Assistant promotes and maintains health by providing medical services under the supervision of a physician and may work in any setting that is within the scope of his or her supervising physician's practice. PA's are formally trained to provide diagnostic, therapeutic, and preventive health care services, as delegated by a physician. Working as members of the health care team, they take medical histories, examine and treat patients, order and interpret laboratory tests and x rays, and make diagnoses. They also treat minor injuries by suturing, splinting and casting. PAs record progress notes, instruct and counsel patients, and order or carry out therapy.

The work week of the hospital-based PA may include weekends, nights, or early morning hospital rounds to visit patients. These workers also may be on call.

ESSENTIAL 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 complete physical examinations; obtaining, updating, and studying medical histories.
3. Make medical diagnoses and institute therapy or referrals of patients to the appropriate health care facilities, agencies, other resources of the community, or other physicians.
4. Determines abnormal conditions by administering or ordering diagnostic tests, such as x-rays, electrocardiograms, and laboratory studies; interpreting test results.
5. Documents patient care services by charting in patient and department records.
6. Performs therapeutic procedures by administering injections and immunizations; suturing; managing wounds and infections.
7. 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.
8. Provides continuity of care by developing and implementing patient management plans.

9. Maintains safe and clean working environment by complying with procedures, rules, and regulations.
10. Protects patients and employees by adhering to infection-control policies and protocols.
11. 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.
12. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
13. Develops health care team staff by providing information, educational opportunities, and experiential growth opportunities.
14. Contributes to team effort by accomplishing related results as needed.
15. Develops marketing plans and performs outreach in order to increase utilization and department budget performance.
16. Takes responsibility for his/her own professional growth, meets all CAH and departmental education requirements.

The employee will demonstrate the ability to: manage time, maintain a safe and clean environment, practice confidentiality, treat all persons with respect and professional courtesy, accept change, support the mission and vision of Rosebud Health Care Center (RHCC), accept and provide constructive feedback, be a team player, and adhere to the infection control, fire and safety, disaster and hazardous waste policies. The employee must also demonstrate the competencies for the position and adhere to policies and procedures for their department.

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in accordance with regulatory, legal, and organizational policies and procedures.

Education, Experience and Licensure/Certification Requirements: Requirements are representative of the minimum level of knowledge, skills and/or abilities necessary to perform the essential functions of the position.

Training and Qualifications to be a Physician Assistant - Licensing and Credentialing

1. Two-three years' experience in the healthcare field; Bachelor's degree in a medical-related field preferred.
2. Master's degree from an accredited Physician Assistant program required.
3. Successfully pass the National Physician Assistant National Certifying Examination.
4. Current MT Physician Assistant license.
5. Current BLS certification.
6. Ability to communicate effectively and diplomatically within a multi-functional team.
7. Strong organizational skills and attention to detail.
8. Ability to successfully function in a fast paced, service oriented environment.
9. Experience in understanding and usage of computers as well as the ability to learn applications relevant to the position.

Reporting Relationship: CEO

Employees Supervised: None

Physical Demands

Checked are the physical requirements that apply to this position

- Sedentary-Primarily sitting/lifting 10 lbs maximum
- Light-Lifting 20 lbs maximum with frequent lifting/carrying up to 10 lbs

- Medium-Lifting 50 lbs maximum with frequent lifting/carrying up to 20 lbs
- Heavy-Lifting 100 lbs maximum with frequent lifting/carrying up to 50 lbs
- Very Heavy-Lifting objects over 100 lbs with frequent lifting/carrying up to 50 lbs

Checked are the appropriate factors for this position

Occasionally 0-33% of the work shift
 Frequently 34-66% of the work shift
 Constantly 67-100% of the work shift
 N/A Not Applicable for this position

Physical Factors	N/A	Occasionally	Frequently	Constantly
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing (wt 50+)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling (wt 50+)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Filing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typing (Computer)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copying	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Visual Acuity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Driving	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Environmental Factors

Exposure to Weather	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Heat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dust, Vapors, Fumes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Odors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Bloodborne Pathogens Checked is the appropriate category for position

- Category I - Job classification in which tasks involve exposure to blood, body fluids or tissue
- Category II - Job classification in which tasks involve no exposure to blood, body fluids or tissue but employment may require performing unplanned Category I tasks
- Category III - Job classification in which tasks involve no exposure to blood, body fluids or tissues and Category tasks are not a condition of employment

Protective Equipment Checked is the equipment that may be required to be worn in this position

- Not Applicable
- Hearing Protection Gloves Goggles Safety Glasses Face Shields
- Face Masks-Surgical, N95, Respirator Moisture Resistant-Gown/Lab Coat

I have read and understand the above job description. I hereby certify that I am qualified and able to perform all the above functions, duties and physical demands. I will perform this job to the best of my ability.

Name _____

Date _____