

## Family Health Centers – Job Description

Approved By:
Title:
Approval Date:

**JOB TITLE:**            **PHYSICIAN ASSISTANT**

**DEPARTMENT:**        Medical Clinic

Date: February 2007

**FLSA STATUS:**        Exempt    Non-Exempt

Salary    Hourly

**REPORT TO:**         Medical Director

**JOB SUMMARY:**     Licensed Independent Practitioner. The Physician Assistant’s primary job function is to be responsible for provision of comprehensive primary care services for the patients of FHC with physician supervision. Job performance is evaluated through direct observation, consultation and written documents.

### **SPECIFIC DUTIES / SKILLS** (as related to the Mission Statement):

#### Access & Quality

1. Provide or arrange for comprehensive primary care services in a primary medical care ambulatory clinic setting, including laboratory and diagnostic workup, and specialty referrals with physician supervision.
2. Works independently using his or her best professional judgment while practicing medicine at FHC within his or her scope of practice with physician supervision. Works interdependently with other health care providers and health care staff in a team environment.
3. Perform minor outpatient procedures in accordance with FHC credentialing/privileging policy.
4. Consult with and coordinate patient care with clinic physicians, covering community primary care physicians, specialists, pharmacists, nurses, or other health care professionals as appropriate.
5. Assess patient needs and arrange for specialty referrals, diagnostic and in-patient care and make appropriate referrals for service.
6. Responsible for accurate, timely, and complete documentation in patient records in accordance with FHC policy.
7. Provide patients and family members with counseling and education regarding health maintenance, disease prevention, diagnosis, treatment, and need for follow up as appropriate during each patient visit. Verify and document that the patient understands diagnosis, treatment and follow up recommendations.
8. Renders care to FHC patients in accordance with quality and standards as are established by FHC, the standards of care prevailing in the community, applicable law, and according to state and federal grant requirements for non-discrimination regardless of status, race, sex, religion, national origin, handicap, age, or ability to pay.
9. Provide clinical supervision and appropriate training of ancillary health care staff to assure quality of care for FHC patients in coordination with Clinic Operations Managers and nursing staff.
10. Participate in FHC Quality Improvement activities including Chronic Care Collaborative programs, immunization improvement initiatives, pharmacy formulary development and utilization, and any other medical staff committee activities relating to peer review, risk management or development of clinical policies and procedures.
11. Participate in audits as required by state and national accreditation entities in order for FHC to meet and maintain all necessary standards and requirements.
12. Maintenance of credentials essential for practice, to include licensure, certification and CME.
13. Attend all required staff meetings, provider meetings, and participate in FHC committees or task force activities as directed by Medical Director.

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14. Develop and maintain practice plan which is in accordance with State of Washington P.A. licensure requirements, in cooperation with supervising physician and Medical Director.

### Advocacy

1. Treat all patients with dignity and respect
2. Provide excellent customer service
3. Conform to JCAHO and HIPAA regulations
4. PHI (Protected Health Information) Compliance

### **QUALIFICATIONS:**

1. *Education:* Graduate from an accredited physician assistant program, certification as a physician assistant by the National Commission on Certification of Physician Assistants (NCCPA).
2. *Licensure:* A valid license to practice as a Physician Assistant in the State of Washington.
3. *Experience:* No prior experience is required.
4. *Essential Technical/Motor Skills:* Ability to communicate both verbally and in writing. Ability to write clear, concise and accurately.
5. *Interpersonal Skills:*
  - a. Skilled in interpersonal relationships.
  - b. Ability and willingness to work with a diverse individuals.
  - c. An awareness and appreciation for both the health and socioeconomic needs of a low-income, underserved population.
  - d. Ability to work effectively in a community health setting utilizing physicians, nurse practitioners, physician assistants, and support staff.
6. Bilingual English/ Spanish highly desirable
7. Must be computer literate

### **GENERAL DUTIES AND RESPONSIBILITIES:**

1. Maintain a courteous attitude toward internal and external customers at all times
2. Ability to work in a team oriented atmosphere
3. Honest, courteous and professional manner
4. Good personal hygiene
5. Free of alcohol and drug abuse
6. Have a valid Washington driver's license and insurable.

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### ESSENTIAL PHYSICAL REQUIREMENTS:

Physical Requirements	N/A	Rarely ( 1-12%)	Occasionally ( 13-33%)	Frequently ( 34-66%)	Regularly ( 67-100%)
Standing					x
Walking					x
Climbing		x			
Sitting				x	
Stooping / Kneeling			x		
Lift/Carry up to 15 lbs.			x		
Lift/Carry up to 30 lbs.			x		
Lift/Carry up to 50 lbs.			x		
Push/Pull up to 25 lbs. of exertion			x		
Push/Pull up to 50 lbs. of exertion			x		
Work below waist level			x		
Work at waist to shoulder level					x
Work above shoulder level			x		
Reach further than arm's length			x		
Fingering					x
Grasping / Holding					x
Talking					x
Hearing					x
Seeing					x
Work in confined spaces			x		
Exposed to extreme temperatures	x				
Operate tools or machinery (incl. office equip.)					x
Operate motorized vehicles/equipment	x				
Work at heights balancing	x				
Use/exposed to hazardous substances					x

**SALARY RANGE:** Physician's Assistant base as determined by current salary scale.

*This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.*

**Signature below acknowledges that I have received a copy of my job description.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date