

Southern Tier Community Health Center Network, Inc.

Job Title: <u>Physician Assistant</u>	Effective Date: <u>10/04</u>
Department: <u>Medical Provider</u>	Revision Date: <u>2/13</u>
Developed by: <u>[Signature]</u> Medical Director	Approved by: <u>[Signature]</u> Executive Director
	Revision # <u>3</u>
	Reviewed by: <u>AMZ 2/2013</u>

1. **REPORTS TO:** Medical Director.
2. **DIRECTION EXERCISED:**
Provides directions to RN's, LPN's, Technicians/Technologists, and Office Staff as appropriate.
3. **PRIMARY FUNCTION:** To deliver high quality medical care to patients of the group practice while assisting in the smooth and cost effective operation of the office. Strives for quality care and is responsive to evidence-based constructive criticism.
4. **EDUCATION/EXPERIENCE:**
 - a. Graduate of an accredited physician assistant program
 - b. Current New York State License
 - c. Successful completion of BLS course required
5. **DUTIES, RESPONSIBILITIES AND JOB ACCOUNTABILITIES:**
 - a. Maintains current credentialing.
 - b. Examines and treats patients within the scope of practice of training in the outpatient setting.
 - c. Teaches residents and medical students.
 - d. Completes paperwork in a timely manner.
 - e. Completes appropriate and timely charting.
 - f. Answers and documents phone call messages.
 - g. Accurately and promptly bills for services rendered.
 - h. Participates in quality assurance activities.
 - i. Collaborates with assigned physician.
 - j. Refer to Medical Staff Bylaws for duties, responsibilities and accountabilities.
6. **PATIENT SAFETY:**
 - a. Maintains standard precautions
 - b. Provides a safe environment for patients and family
 - c. Appropriately assures correct patient identification
7. **WORKING CONDITIONS:** Works in a well-lighted and ventilated environment. Occasional exposure to disagreeable odors, fumes or air borne particles, communicable diseases. This position involves exposure to infectious wastes such as blood and body fluids that mandate the wearing of gloves, masks, gowns and goggles for every actual or potential exposure. Potential for strains and injuries due to equipment/patient causes. The noise level is usually moderate.
8. **PHYSICAL/MENTAL DEMANDS:** Requires ability for complex decision making processes requiring independent judgment and critical thinking. Able to react and perform to multiple requests and perform multi-tasks and emergency situations. Good communication skills, both verbal and written. Walks, and stands most of the day. Physically able to perform some heavy lifting (50-100 pounds). Able to meet and maintain STCHCN health requirements. Able to both hear and possess visual acuity necessary in performing patient assessments.