



POSITION DESCRIPTION

Physician Assistant

POSITION SUMMARY:

The Physician Assistant is responsible and accountable for patient care including but not limited to medical history, examination, treatment, diagnosis, prescription of medication, interpretation of diagnostics, referral and first assist in surgery under the supervision of a licensed physician.

POSITION DESCRIPTION – Physician Assistant

STANDARD

Environment of Care: Demonstrates knowledge and practice of:

1. **Safety** - Department specific and hospital wide safety risks
2. **Security** – Processes for minimizing security risks
3. **Haz Mat/Waste** - Procedures for spills/MSDS
4. **Emergency Preparedness** – Role in emergency codes
5. **Fire Safety** – Role/response in Code Red actual/drill
6. **Med Equipment** – Safe operation of equipment (see specific list) user error education
7. **Utility Systems** – Emergency procedures for utility failures

Infection Control: Demonstrates knowledge and practice of:

8. Department specific policies and procedures
9. Hospital-wide policies and procedures
10. Location/use of personal protective equipment
11. CDC Hand Washing Guidelines

Performance Improvement: Demonstrates knowledge of:

12. Hospital-wide approach to Performance Improvement
13. How department is involved in hospital-wide PI program

Patient Rights: Demonstrates knowledge and practice of:

14. Patient Rights and Responsibilities
15. Confidentiality Policy – HIPAA
16. Ethical Issue Resolution
17. Organizational Ethics Policy
18. Restraint Policy & procedure, alternatives to restraints

Risk Management: Demonstrates knowledge and practice of:

19. Occurrence Reporting
20. Identify and report a sentinel event
21. Sexual Abuse/Allegation Reporting
22. Root Cause Analysis/FEMA

Certifications

23. BLS card Exp date:
24. PA license Exp date:

Patient Safety

25. Non-punitive medical/healthcare reporting
26. National patient safety goals
 - Accuracy of patient identification using patient's name and birth date
27. Fall prevention measures
28. Restraint alternatives
29. Restraint/seclusion patient checks

STANDARD

- 30. Inpatient Suicide risk factors
- 31. Medication safety
 - Look alike, sound alike medications
 - Dangerous abbreviations list
 - Double check system for Heparin and Insulin
 - Safe storage and use of narcotics
 - Check system for infusion pump drug, rate and concentration
- 32. Verbal order/critical test results repeated and verified
- 33. Bed rail safety/risks of entrapment
- 34. Sentinel events alert
 - Preventing needle sticks and sharps injuries
 - Nosocomial infections
 - High alert medications
 - Infant abduction prevention and response
 - Potassium chloride
 - Wrong site surgery
 - Blood transfusion errors
 - Operative and post operative complications
 - Transferring medication to sterile field
 - Medication errors related to dangerous abbreviations

Department Core Competencies

- 35. Serve as patient/family/significant other advocate in regard to decisions affecting the plan of care
- 36. Documents in an accurate, timely manner
- 37. Identify and document patient/family/significant others educational needs and implement ongoing education relevant to those needs
- 38. Obtains complete medical history and physical data on patients inclusive of review of medical record.
- 39. Demonstrates knowledge of specific conditions, disease and treatment therapies for the specific patient population of the unit. Understands etiologies, risk factors, underlying pathologic process and epidemiology for medical conditions.
- 40. Demonstrates appropriate assessment, patient/family teaching of management of pain, beginning at admission with reassessment and follow up throughout hospitalization concluding with discharge planning needs.
- 41. Demonstrates responsibility/accountability for completion of assignments in a timely manner
- 42. Identifies cultural and religious needs, language barriers, physical and psychological limitations.
- 43. Assess, collaborate and coordinate discharge planning needs and readiness for discharge with other members of the health care team on a timely basis.
- 44. Coordinates care of patient as requested by attending physician.
- 45. Evaluates patient response to plan of care, prioritize and implement the appropriate changes to care
- 46. Demonstrates awareness and respect for the patient/family members/significant other as an individual and as a family unit
- 47. Interprets and integrates data to determine appropriate diagnostic and therapeutic procedures needed
- 48. Synthesizes data to determine preliminary diagnosis and therapeutic plan utilizing principles of prevention. Performs a complete physical exam and documents appropriately
- 49. Manages general medical and surgical conditions to include understanding the indications, contraindications, side effects, interactions and adverse reactions of pharmacologic agents and other relevant treatment modalities
- 50. Identifies appropriate site of care for presenting conditions including identifying emergent cases and those requiring referral or admission
- 51. Appropriate response to emergency situation
- 52. Prepares written prescription orders for drugs and controlled substances
- 53. Orders appropriate laboratory and diagnostic procedures
- 54. Assists physician by accurate and timely documentation of patient progress notes, issues orders and transcribes orders.
- 55. Triage patient telephone calls and provides consultation. Provides monitoring and continuity of care between physician visits.
- 56. Performs independent evaluation and treatment procedures in emergency situations
- 57. Establishes and maintains priorities in provision of care. Establishes priorities that are pertinent to patient condition and needs. Reacts to changes in priorities in calm manner and maintain flexibility in reacting to those changes.
- 58. Maintains self development, provides leadership and actively participates in PI activities.
- 59. Provides in-services education to staff; accepts and performs administrative duties.

STANDARD**Age Specific Competencies****Knowledge**

60. Demonstrate knowledge of growth and development

61. Criteria to identify victims of abuse and neglect

Skills

62. Performs age specific history and physical and develops interdisciplinary plan of care for patients

63. Provides age appropriate care

64. Assists in age specific medical data collection for assessments. Differentiates between normal and abnormal in anatomy, physiology, laboratory findings and other diagnostic data for age of patient.

65. Appropriately uses age specific data, history, physical finding and diagnostic studies to formulate differential diagnosis

66. Performs age specific treatments utilizing proper equipment

67. Assesses age specific safety issues

68. Demonstrate age appropriate communication skills

69. Demonstrates ability to provide age specific teaching and discharge planning for patient and family/significant others

Service Standards

70. Is proactive. Anticipates and responds to patient/physician/family members/coworkers needs. Demonstrates an energetic and positive approach to work. Is sensitive to customer's physical, social and cultural needs.

71. Demonstrates accountability and commitment to coworkers. Is a dependable member of the team and addresses issues in a timely manner.

72. Demonstrates sense of ownership. Pays attention to details of job, ensures all mandatory obligations are met.

73. Gives all customers their full attention and treats them with dignity, respect and understanding.

74. Presents a clean, professional, well groomed image. Wears name badge, adheres to uniform policy.

75. Safeguards patient confidentiality in all forms of communication.

76. Works effectively with others toward achieving common goals including morale and teamwork.

77. Interacts compassionately and in a timely manner with all customers.

Equipment – Demonstrate Safe and Effective Use

78. Oxygen wall regulators and setup of portable oxygen

79. Patient call system

80. Doppler

81. Crash cart

82. Defibrillator

83. Bladder scanner

84. Safety bed alarm system

85. Drains (Hemovac, JP)

86. IV pump

87. Dinamapp

88. Cell saver

89. Lifting equipment

90. Copier/fax

POSITION (MINIMUM) REQUIREMENT CHECKLIST

Position Title: Physician Assistant

Department: Patient Care Services

EDUCATION

- Less than high school
- High school or GED
- Vocational/Technical
 - Degree – PA
- 4 year/Bachelor's Degree
- Post Graduate Degree
 - License/Certification – current PA license in state of practice
 - Knowledge of state, federal, JCAHO regulations

EXPERIENCE

- One year Physician Assistant
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SKILLS

- Organizational
- Verbal/Follow verbal instructions
- Interpersonal
- Customer Relations
- Mathematical
- Analytical
- Grammar/Spelling
- Read/Comprehend/Follow written instructions
- Transcription
- BLS
- ACLS
- Computer
- Management/Planning Skills

PRE-PLACEMENT TESTING

- Minimum score of on Clerical test
- Minimum typing of wpm
- Minimum score of 84 on PCT test
- Minimum score of 84 on WS test
- Minimum score of 84 on MT test
- Minimum score of 100 on Filing test
- Minimum score of 84 on Nursing medication test

AGE OF PATIENTS SERVED (For Nursing/Patient Care Positions)

- Neonate/Infant (birth - 1 yr)
- Child/Peds (1 - 12 yrs)
- Adolescence (13 - 18 yrs)
- Adult (19 - 65 yrs)
- Geriatric (66 + yrs)

MENTAL AND EMOTIONAL REQUIREMENTS

- Manage stress appropriately
- Make decisions under pressure
- Manage anger/fear/hostility/violence of others appropriately
- Handle multiple priorities
- Work alone
- Work in areas that are confined and/or crowded
- Concentration to detail
- Memory for detail

HAZARDS

- Exposure to toxic/caustic/chemicals/detergents
- Exposure to extreme conditions, hot/cold
- Exposure to dust/fumes/gases
- Exposure to moving mechanical parts
- Exposure to potential electrical shock
- Exposure to x-ray/electromagnetic energy
- Exposure to high pitched noises
- Exposure to communicable diseases
- Exposure to blood and/or body fluids
- Exposure to excessive sunlight, or work outdoors
- Unprotected heights
- CRT (computer) monitor
- Operating heavy equipment
- OTHER:

PHYSICAL REQUIREMENTS (See definitions on next page)

- Sedentary work
- Light work
- Medium work
 - Heavy work
- Very heavy work

The minimum requirements of this position require the individual to:

- Stand for 4 hour(s) per day
- Sit for 2 hour(s) per day
- Walk for 2 hour(s) per day
- Perform repetitive tasks/motions
- Distinguish colors
- Hear alarms/telephone/tape recorder/normal speaking voice
- Have good manual dexterity
- Have good eye-hand-foot coordination
- Have clarity of vision
- Have good writing ability

Evaluate the requirements and activity percentage in time for this position based on the following:

- 1 - Not at all (0%)**
- 2 - Occasionally (1 - 33%)**
- 3 - Frequently (34 - 66%)**
- 4 - Continuously (67 - 100%)**

- 2 Climbing
- 3 Bending
- 3 Crouching
- 3 Squatting
- 2 Crawling
- 3 Kneeling
- 4 Balancing
- 2 Pulling with force
- 2 Reaching above head
- 3 Reaching above shoulder
- 3 Twisting at waist
- 4 Push/pull (up to 75 lbs.)
- 3 Lift/carry (up to 75 lbs.)
- 2 Lift from floor level up
- 3 Lift from waist level up
- 2 Lift above shoulders/head

POSITION (MINIMUM) REQUIREMENT CHECKLIST

LIST PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

1. Gloves
2. Gown
3. TB mask (if respirator fit tested)
4. Goggles
5. Mask
6. Booties

LIST OTHER MINIMUM REQUIREMENTS:

OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

- A - Routine exposure
- B - Occasional exposure
- C - No exposure

OCCUPATIONAL EXPOSURE TO TB

- 1 - Routine exposure
- 2 - Potential exposure
- 3 - No exposure

COMPRESSED GAS USAGE

- Yes
- No

DEFINITIONS:

SEDENTARY WORK:	Prolonged periods of sitting and exert up to 10 lbs. force occasionally.
LIGHT WORK:	Exert up to 20 lbs. force occasionally, and/or up to 10 lbs. frequently.
MEDIUM WORK:	Exert up to 50 lbs. force occasionally, and/or up to 20 lbs. frequently, and/or up to 10 lbs. constantly.
HEAVY WORK:	Exert up to 100 lbs. force occasionally, and/or 50 lbs. frequently, and/or 20 lbs. constantly.
VERY HEAVY WORK:	Exert over 100 lbs. force occasionally, and/or over 50 lbs. frequently, and/or over 20 lbs. constantly.

I have reviewed these job requirements and verify that I am able to perform the minimum requirements and essential functions of this position.

Employee Signature

Date