



Job Description: Physician Assistant and Nurse Practitioner

Job title: Physician Assistant or Nurse Practitioner

General summary of duties: The Physician Assistant (PA) or Nurse Practitioner (NP), under the supervision of the Physician, is responsible for assisting in the delivery of health care and patient care management. Under a physician's supervision, the PA/NP is responsible for the delivery of a broad range of medical services, including taking medical histories, conducting physical examinations, ordering diagnostic tests, administering treatments (e.g., suturing, casting and minor surgery), monitoring patients, prescribing medications, assisting physicians, and counseling and educating patients.

Position reports to: Physician for all medically related issues; Office Manager and Physician for all nonmedically related issues

Job qualifications:

Education/training:

- Graduation from an accredited training program with current professional certification
- Current state licensure or eligibility for licensure

Experience:

- One year of medical experience in a physician's office or equivalent combination of training and experience preferred

Skills:

- Knowledge of medical practice and care
- Knowledge of examination, diagnostic and treatment room procedures
- Knowledge of medical equipment and instruments
- Knowledge of common safety hazards and precautions
- Ability to assist in a variety of common office procedures and treatments
- Ability to take and record vital signs
- Ability to maintain records and record test results
- Skill in developing and maintaining clinical quality assurance
- Skill in identifying and resolving problems
- Ability to interpret, adapt and apply guidelines and procedures
- Ability to use good reasoning and judgment and to react calmly in emergency situations
- Ability to establish and maintain effective working relationships with patients, medical staff, coworkers and the public
- Ability to read, write and communicate effectively orally and in writing
- Knowledge of basic arithmetic

Physical abilities:

- Stand for extended periods of time; push, pull and reach; occasionally bend, sit, stoop and stretch
- Have full range of body motion
- Have the hand-eye coordination and manual dexterity needed to operate a keyboard, telephone, calculator and medical equipment (e.g. EKG machine, glucometer)

- Have a normal range of hearing and eyesight to record, prepare and communicate appropriate reports; specific vision requirements: close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus
- Occasionally lift and carry items weighing up to 20 pounds
- Occasionally relocate to other office locations
- Maintain current professional certification
- Maintain a current and valid driver's license

Note: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Duties and responsibilities:

- Performs medical examinations using standard medical procedures as part of the clinical care team
- Observes, assesses and records symptoms, reactions and progress in patient charts
- Demonstrates knowledge of primary care principles and practice protocols
- Demonstrates the ability to remain calm and effective in emergency situations and establish a leadership role in an emergency
- Demonstrates knowledge of current and emerging trends in technologies, techniques, issues and approaches in area of expertise
- Demonstrates the ability to maintain quality, safety and/or infection control standards
- Demonstrates a working knowledge of medications, with their indications, contraindications, dosing, side effects and correct administration
- Supervises and trains employees, which includes organizing, prioritizing and scheduling work assignments, if appropriate
- Educates patients and/or families as to the nature of disease, provides instruction on proper care, self-management and treatment, and works with patient to develop an individualized care plan
- Follows practice policy in responding to patient communications
- Communicates medical information to professional practitioners and/or the general public
- Makes administrative and procedural decisions
- Maintains current CPR and other certification and is aware of related accreditation and certification requirements
- Maintains strict confidentiality, and treats staff, physicians, visitors and patients with dignity and respect
- Performs other related work as required

Work environment:

The work of this position is performed in an environmentally controlled office environment. The position requires the ability to work under pressure and with a diverse population, including staff, physicians, clients, patients, insurance companies and other members of the public. The position may cause frequent exposure to communicable diseases, bodily fluids, toxic substances, ionizing radiation, medicinal preparations and other conditions common to a clinical environment.