



JOB TITLE: Physician Assistant/Nurse Practitioner 3 (Part-Time)

DEPARTMENT CLASSIFICATION: Mid-Level

Location: St. Joseph, MO & Platte City, MO

<b>Main function</b>	Responsible for providing medical care under the general direction of the supervising physician(s).
<b>Duties and responsibilities</b>	<ol style="list-style-type: none"> <li>1. Philosophy <ul style="list-style-type: none"> <li>– Supports the facility’s ideology, mission, goals, and objectives</li> <li>– Performs in accordance with the facility’s policies and procedures</li> <li>– Follows the facility’s standards for ethical business conduct</li> <li>– Recognizes patients’ rights and responsibilities and supports them in performance of job duties</li> <li>– Participates in facility committees, meetings, in-services, and activities</li> <li>– Seeks out additional assignments and duties</li> </ul> </li> <li>2. Work Quality <ul style="list-style-type: none"> <li>– Performs duties in an accurate and organized manner</li> <li>– Adheres to policies and procedures in performance of duties</li> <li>– Ensures knowledge of job and asks questions when unsure</li> <li>– Completes duties within appropriate timeframes</li> </ul> </li> <li>3. Personal Attributes <ul style="list-style-type: none"> <li>– Shows initiative and dependability including punctuality and attendance</li> <li>– Displays good judgment</li> <li>– Cooperates and is flexible</li> <li>– Follows appropriate dress code presenting a professional image</li> </ul> </li> <li>4. Customer Service <ul style="list-style-type: none"> <li>– Fosters a culture of outstanding patient service showing courtesy in interactions with patients, physicians and co-workers</li> <li>– Presents good telephone skills</li> <li>– Responds promptly to patient needs and co-worker requests</li> </ul> </li> <li>5. Communication and Teamwork <ul style="list-style-type: none"> <li>– Expected to be a positive and responsible team member with a good attitude</li> <li>– Presents good oral and written communication (documentation) skills</li> </ul> </li> <li>6. Safety/Risk Management <ul style="list-style-type: none"> <li>– Adheres to safety policies and procedures in performing job duties and responsibilities</li> <li>– Maintains responsibility for safe work area by reporting observed or suspected safety violations, hazards, and policy/procedure noncompliance</li> <li>– Responds to emergency situations with competence and composure</li> <li>– Reports observed or suspected medical emergencies, notifies appropriate personnel, and responds appropriately</li> </ul> </li> <li>7. Professional competence <ul style="list-style-type: none"> <li>– Participates in continuing education and other learning experiences</li> <li>– Shares knowledge gained in continuing education with staff</li> <li>– Seeks new learning experiences by accepting challenging opportunities and responsibilities</li> <li>– Welcomes suggestions and recommendations</li> <li>– Maintains current CPR certification</li> <li>– Analyzes work area and makes recommendations for potential cost-effective improvements</li> </ul> </li> <li>8. Physician Assistant/Nurse Practitioner duties <ul style="list-style-type: none"> <li>– Obtain medical history to include but not exclusive of current <u>complaint</u>, past medical history, family medical history, social history, medications, allergies, compliance with previous treatments and care plan, and determine which diagnostic and therapeutic procedures have</li> </ul> </li> </ol>

	<p>been done. The PA-C/NP should also be able to measure/record physiologic and growth indices, as well as apply health promotion principles and techniques.</p> <ul style="list-style-type: none"> <li>– Provides acute and chronic patient care including orthopedic exam, wellness physical exams, pre-operative interview and exam (H&amp;P), monitoring therapies, administering injections, minor office surgical procedures, and prescribing medications. Operating room care includes positioning patient, suturing wounds, and manipulation of the patient and use of surgical instruments as directed by the surgeon.</li> <li>– Triage patient calls and take appropriate action or refer to appropriate physician or office staff.</li> <li>– Respond to medical emergencies, including use of CPR.</li> <li>– Timely document patient information and care provided in patient records. Use computer to access/enter needed data. Maintain patient confidentiality.</li> <li>– Educates patients and families as appropriate. Provide continuity of care.</li> <li>– Perform hospital rounds.</li> <li>– Review labs, diagnostics and physical therapy progress notes.</li> <li>– Other duties as assigned by supervising physician.</li> <li>– Adheres to infection control/safety guidelines (OSHA)</li> <li>– Compliance with patient confidentiality (HIPAA) and Red Flag Rules</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>– Cooperative work attitude toward co-employees, management, patients, visitors, and physicians</li> <li>– Ability to promote favorable facility image with physicians, patients, hospitals, other physician offices, and general public</li> <li>– Ability to make decisions and solve problems</li> <li>– Work effectively as team member with physicians and other staff</li> <li>– Appropriately interact with patients, families, and others</li> <li>– Ability to flexibly respond to changing demands</li> <li>– Must have a flexible work schedule with the ability to work early/late as needed</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>– Current state PA or NP license, or eligible for same; certified by National Commission on Certification of Physician Assistants or the American Academy of Nurse Practitioners.</li> <li>– Current CPR certification.</li> <li>– Good communication skills</li> <li>– Good computer skills</li> <li>– Strong ethical and moral character references</li> <li>– Must take equal Pro rata share of Walk-In Coverage</li> </ul>
<b>Job quality requirements</b>	<ul style="list-style-type: none"> <li>– Accuracy</li> <li>– Attention to detail</li> <li>– Timeliness</li> <li>– Organization</li> <li>– Little supervision needed to accomplish task</li> <li>– Ability to multitask</li> <li>– Appropriate assessment and assistance techniques</li> <li>– Appropriate use of universal precautions, safe workplace and confidentiality methods.</li> <li>– Health information management by appropriately charting patient data.</li> <li>– Understanding of patient education needs by effectively sharing information with patients and families.</li> </ul>
<b>Dependability</b>	<ul style="list-style-type: none"> <li>– Attendance</li> <li>– PTO Requests: 30 days' notice for approval</li> <li>– Punctuality</li> <li>– Ability to follow instructions</li> <li>– Ability to meet deadlines</li> </ul>
<b>Physical/mental requirements</b>	<ol style="list-style-type: none"> <li>1. Varied activities including sitting, standing, walking, stooping, lifting, bending, reaching</li> <li>2. Must be able to use appropriate body mechanics techniques when making necessary patient transfers and helping patients with walking, dressing, etc. Must be able to lift up to 30 pounds. Requires full range of motion in all extremities, neck and back, manual dexterity, hand-eye coordination.</li> <li>3. Occasional stress from workload and dealing with tense patients</li> </ol>



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	4. Must be able to use a variety of office equipment including phone, copy machine, writing instruments, pc, fax and medical equipment including stethoscope, ECG, blood pressure cuff, and cast saw equipment.
<b>Working conditions (environmental)</b>	<ol style="list-style-type: none"> <li>1. Well-lit and ventilated, with non-hazardous and hazardous equipment</li> <li>2. Medical office, exam room, operating room and hospital in-patient settings. Frequent exposure to communicable diseases and other conditions common to clinic and hospital. Frequent contact with variety of people/patients.</li> </ol>
<b>Hours</b>	7:00 – 4:30 M-F
<b>Reports to</b>	Practice Administrator & OSMC Partner Physicians Physician can determine work duties and hours outside of this job description.
<b>Supervises</b>	Not applicable
<b>Contacts</b>	<ul style="list-style-type: none"> <li>– Patients</li> <li>– Patients' family/significant others</li> <li>– Physicians and physician office personnel</li> <li>– Administration</li> <li>– Medical director</li> </ul>
<p><i>All positions with Orthopedic &amp; Sports Medicine center, LLC are to use due care in the use and communication of patients' protected health information. It is every employee's principal job function to ensure patient confidentiality and failure to maintain confidentiality may, and will, result in sanction and/or discharge.</i></p>	
<p><b>Employee statement</b></p>	
<p><b>I have read the physician assistant job description and understand the functions of the position at this facility.</b></p>	
<b>Employee's Signature</b>	<b>Date</b>