

## Job Description



**Job Title:** Physician's Assistant  
**Department:** Clinic and ASC  
**Report To:** CEO/Director of ASC

### Job Summary:

Physician Assistants (PA) possess a working knowledge of operating room procedures with respect to attire, infection control, and is familiar with individual requirements and recommended practices of compliance. PA is able to anticipate the needs of the surgeon and other team members with respect to the requirements of a particular surgical procedure, is able to demonstrate, maintain dexterity sufficient to successful completion and his/her assistant duties, and must maintain a professional attitude with respect to dignity, privacy, and safety of the patient. PA must also be competent in the performance of patient care clinics; either assisting a surgeon or performing the clinic independently, in Laramie and/or outlying clinics. PA will be responsible for seeing new patients, established/follow-up patients, and post-op patients. New patients can be seen by PA on his/her own, or "incident to" the care of the primary treating orthopedic surgeon. The PA must function within the limits of his/her ability.

### Core Competencies

#### Proactive

Anticipatory, change-oriented and self-initiated behavior. Proactive behavior involves acting in advance of a future situation, rather than just reacting. It means taking control and making things happen. Proactive employees generally do not need to be asked to act, nor do they require detailed instruction. Take initiative to see an issue and develop realistic solutions.

#### Achieve

Demonstrate effort, skill, or tenacity to reach or attain a desired objective, level of performance or quality of work. Carry out tasks successfully and completely. Attain goals despite difficulty. Able to exert the necessary effort using their own skill set to perform at the highest level desired within our organization.

#### Team Conscious

Demonstrate a genuine interest in thoughts and opinions, values, and needs of co-workers. Avoid speaking, writing, or doing other things that could be seen as disrespectful of patients and/or co-workers. Recognize and show respect for the strengths and contributions of others. Work with others to accomplish a common goal or objective.

#### Integrity

Act in ways that demonstrate personal reliability, honesty, and care that exhibit integrity and serves as a positive example of why others should trust the motives of our organization. View oneself as a reflection of the organization by following through on commitments and accepting ownership of any mistakes they might make. Leave others with a clear impression that integrity is a core value of Premier Bone & Joint Centers. This is in contrast to individuals who make commitments that go unmet, fail to acknowledge their role in disappointing events, or whose actions (or inaction) leave others with doubts about the level of trust that should be placed in Premier Bone & Joint Centers.

## Excellence

Have the will to win, the desire to succeed, the urge to reach their full potential. We are what we repeatedly do. Excellence is the path chosen to be successful at work. The word excellence is defined as the quality of surpassing the average, possessing high qualities in one's field. It's about developing a winning mindset that says "I want to be great at what I do. I want my personal life and my work to be spectacular." Developing excellence is a deliberate process and takes time, yet it can be developed by creating a personal strategy that will put you on the road to success in life and in the workplace.

## Never Quit

Can always be counted on to go above and beyond what is asked. Always give extra and unending effort and offer support to other team members. Persevere in completing tasks and don't get discouraged or cut short efforts to accomplish goals and objectives. Make and fulfill commitments. Establish a pattern of working independence, always intend to fulfill any promise made, prepare for meetings and other tasks.

## Trust

Believe that someone or something is reliable, good, honest, and effective. Act responsibly for the safety and care of Premier Bone & Joint Centers' patients. One is able to believe that something relayed by this employee, is true or correct even though you do not have proof of it. One is able to have firm belief in the reliability, truth, ability, or strength of this employee. This is an employee that one would put complete faith in and be confident that the integrity of this employee would guide their actions.

## Communication

Communicate effectively, respectfully, and appropriately. Use good judgment as to what to communicate to whom by utilizing the chain of command, as well as the best way to get that accomplished. Speaks in a clear and credible manner, selecting the right tone for the situation and audience. Listen to others and allow them to make their point. Be respectful to feedback and respond accordingly.

## Essential Duties and Responsibilities

### Assists

Assist surgeon during the operative procedure according to licensure.

### Attention to Detail

Continually demonstrate attention to detail and concentration during the surgical procedure.

### Patient Clinical Care

Be proficient in the orchestrating of and the carrying out of patient care clinics in a normal routine clinical setting, in the various locations maintained by the company. Patients that will be seen in these clinics could be new patients, follow-up patients, old patients with new problems, or routine follow-up care.

### Flexibility

Respond with flexibility to changing work load or patient assignments. It may be the responsibility of the PA to round for the physicians at the hospital, as well as take and rotate call (including hospital call) with the other PAs, and physicians. It may also be the responsibility of the PA to run a clinic schedule, seeing patients in both the Laramie and outlying clinics, depending on the need, which will require some travel throughout the state.

### Inter-operative Activities

Perform intraoperative activities as directed by the surgeon.

## Interventions

Initiate interventions efficiently, safely and skillfully using sound clinical judgment.

## Operating Room Setup

Assist with initial setup of operating room specific to case type, and assist with room turnover between cases.

## Patient Protection

Protect patient from thermal, electrical, chemical, or mechanical injury.

## Plan of Care

Communicate plan of care with team members of the surgical team.

## Positioning & Draping

Assist with positioning and draping of the patient.

## Problem Solving

Exercise problem-solving techniques when encountering new situations.

## Safe Environment

Ensure safe aseptic environment consistent with infection control and safe operating procedures before, during, and after procedure.

## Surgical Knowledge

Apply/Share expert surgical knowledge by applying/sharing knowledge of aseptic practice, hemostasis, tissue handling and wound healing.

## Surgical Procedure

Is familiar with surgical procedure, approach, and clinical anatomy. Recognize anatomical abnormalities that may impact surgical intervention.

## Surgical Site Identification

Identify correct surgical site and verify with surgeon and other members of the surgical team. Delay surgical procedure if any discrepancy among parties, patient history and physical, consents, or scheduled procedure occurs.

## Tissue Dissection

Use appropriate tissue dissection trocar placement or allograft preparation.

## Wound Closing

Wound closing and application of dressings.

## **Interpersonal Skills**

### Communication

Communicate effectively and in a timely manner, utilizing the appropriate chain of command.

### Analyzing Skills

Analyze situations accurately, make decisions to bring a favorable resolution, and take effective action; seeks out help when appropriate.

### Compassion

Demonstrates compassion and caring in dealing with others.

### Analyzing Skills

Analyze situations accurately, makes decisions to bring a favorable resolution, and take effective action; seeks out help when appropriate.

### Flexibility

Respond with flexibility to changing work load and/or patient assignments.

### Working Relationships

Ability to establish and maintain effective working relationships with physicians, co-workers and the public.

### Initiative

Exhibit initiative and self-directed behavior. Accept responsibility for own professional growth and personal conduct.

### Build Knowledge Base and Skill

Build upon the knowledge base and skill level of an assistant-at-surgery through experiential learning and ongoing education.

## Adherence to Facility/Departmental Policy

### Confidentiality

Observe confidentiality of information in regards to patients, physicians, and fellow employees; ability to maintain confidentiality under HIPAA standards.

### Attendance/Punctuality

Maintain a good attendance record and arrives to work punctually.

### Safety & Infection Control Policies

Adhere to safety and infection control policies.

## Care of Environment, Equipment, and Supplies

### Clean, Neat, Safe Environment

Maintain a clean, neat, and safe environment for patients and staff, including personal work areas.

### Equipment

Utilize correct/safe technique when using equipment and notifies appropriate personnel of malfunctioning equipment per department policies.

## Education

Degree/Diploma Obtained	Program of Study	Required/Preferred
High School Diploma or Equivalent		Required
Completion of License and Accredited School		Required

## Certification & Licensures

Meets the necessary requirements to obtain and maintain certification/education in the following:

- BLS for Healthcare Provider (CPR)
- ACLS
- Life Safety Skills Training
- Compliance PhD

## Experience

Years of Experience	Type of Experience
1 year	Patient care under supervision of orthopedic surgeon(s).

## Physical Requirements

Action	Description	Frequency
Seeing	Must be able to read and visually evaluate patients.	Constant

Hearing	Must be able to hear well enough to communicate with physicians, co-workers, and patients, as well as to receive instruction from physicians and/or supervisor.	Constant
Speaking	Must be able to verbally communicate with physicians, co-workers, and patients to give instruction to patients and/or employees under supervision.	Constant
Fingering/Grasping	Must be able to maneuver and handle surgical equipment and perform duties requiring fine motor skills.	Constant
Bending/Crouching	Must be able to lower one's body in order to aid patients during the rehabilitation program or to maneuver rehabilitation equipment.	Frequently
Sitting		Frequently
Standing	Must be able to stand in place for long periods of time.	Frequently
Bending/Crouching		Frequently

### **Weight Demands**

<u>Action</u>	<u>Description</u>	<u>Frequency</u>
Lifting	Must be able to lift at least 100 pounds.	Occasionally
Pushing/Pulling	Must be able to maneuver and position equipment and patients.	Frequently

### **Working Conditions**

*The fast paced nature of this position may lead to increased levels of personal stress and demand high mental acuity.*

#### **Physical Hazards:**

Physical harm is possible when performing physical requirements, as listed above. Exposure to communicable disease, bodily fluids, and/or toxic substances is possible and can be physically harmful.

#### **Unique Work Schedule/Travel**

May be required to work after hours, on weekends, or holidays.

## Employee Statement of Understanding

*I have read and understand the job description for my position. I am able to perform all of the essential functions of this position.*

*I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct related to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards of conduct to my immediate supervisor.*

*As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with patients, customers, and fellow employees.*

***Note: This description is intended to describe the general job duties and employment requirements for adequate job performance, and should not be interpreted as an exhaustive report. Additional duties and responsibilities may be assigned at the discretion of the employees' supervisor.***