

Job Description



Job Title: Physician Assistant
Department: Clinic
Location: Gillette
Report To: Physicians/CEO

Job Summary:

Physician Assistants (PA) must be competent in the performance of patient care clinics; either assisting a surgeon or performing the clinic independently. 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 themselves 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

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 Gillette clinic. Patients being seen in this clinic 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. PA will perform injections, casting, suture removal, physical exams and other routine office procedures. It may also be the responsibility of the PA to run a clinic schedule, seeing patients in both the Gillette and possibly other outlying clinics, depending on the need, which will require some travel throughout the state.

Interventions

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

Patient Protection

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

Problem Solving

Exercise problem-solving techniques when encountering new situations.

Other Duties

Clinic visits and other duties for patients of Dr. Gee, neurologist, will also be expected, as we share offices with him.

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.

Flexibility

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

Working Relationships

Ability to establish and maintain effective working relationships with physicians, referral sources from the community, 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 a Physician Assistant 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 notify appropriate personnel of malfunctioning equipment per department policies.

Education

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

Certification & Licensures

Certification	BLS-Health Care Provider (CPR)
Certification	ACLS
Completion	Life Safety Skills Training
License	Current Wyoming Physician Assistant
Certification	NCCPA

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

Weight Demands

Action	Description	Frequency
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 travel to other outlying clinics as well as work after hours, on weekends, or holidays.

Clinic/Building

Clinic space shared with a Neurologist.

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.