



Creating and Inspiring Healthier Lives.

Position Title:	Physician Assistant (PA)
Department:	Medical
Supervisor:	Medical Director
Supervisory Responsibilities:	None
FLSA Status:	Non-Exempt

Summary:

A Physician Assistants (PA) with Alluvion Health is a member of our medical team that delivers high-quality clinic based comprehensive primary and preventive healthcare services to patients at Alluvion Health and is formally trained to provide diagnostic, therapeutic, and preventive health care services, as delegated by a physician, take medical histories, examine and treat patients, order and interpret laboratory tests and x rays, prescribe medications and make diagnoses as appropriate for care. The PA works under the supervision of a physician, consults with the supervising physician and other medical professionals as needed and as required by law.

All employees will exhibit the following behavioral traits:

Integrity and Trust

Individual is widely trusted and can present information and discuss situations in an appropriate and helpful manner, keeps confidences, admits mistakes, doesn't misrepresent him/herself for personal gain. Is respectful in action and communication with clients, patients and staff.

Mission Integration

Adheres to the organization's mission during times of ease or challenge, is dedicated to the expectations and requirements of the mission and vision, acts in line with the values identified by Alluvion Health.

Team Relations

Understands and supports the team approach and integrated model of Alluvion Health. Is seen as a team player, cooperative and supportive of his/her coworkers, practices what he/she preaches. Can be candid with peers and fosters open dialogue. Creates a feeling of belonging on the team and holds self and team accountable to those behaviors.

Essential Job Responsibilities:

1. Provides primary health care to patients according to established principles of clinical practice and the patient's current Health Care Plan and performs out-patient procedures within the scope of primary care;
2. Assists the Medical Director and other physicians in revision and implementation of practice principles, clinical protocols and health care plans as needed;
3. Assess patients' health and their demands by performing physical examinations and creating treatment plans to educate and provide effective care;
4. Prepare patients for examinations and conduct routine procedures such as measure blood pressure and temperature, administer injections etc.;
5. Provide therapeutic treatments such as disinfecting wounds, stitching etc.;
6. Attend to emergencies;
7. Prescribe and refill medications as needed;
8. Prescribes pharmaceuticals, other medications and treatment regimens as appropriate to assessed medical conditions;
9. Provide referrals to specialists when required;
10. Assist practice physicians when needed;
11. Treat minor injuries, by suturing, splinting, and casting;
12. Record progress notes, instruct and counsel patients, and order or carry out therapy;
13. Documents patient histories, progress notes, interventions and orders in the electronic health record;
14. Responsible for managerial duties, such as ordering medical supplies or equipment and supervising technicians and assistants;
15. Issue appropriate prescriptions and administer medicine;
16. Inform physicians about any problems or discrepancies that might arise;
17. Acquire and review patient histories identifying abnormal conditions;
18. Monitor patients' progress and keep records of treatments, procedures or other medical events;
19. Establish rapport with patients and encourage them to talk with you candidly and frankly to effectively treat their health care needs;
20. Provide advice on healthy habits and practices for patients based on their current health status;
21. Prepare and update patient records through our EHR system and publish test results to our online medical care portal;
22. Treat patients for internal medicine ailments and order blood work and other tests as needed;
23. Establishes and maintains rapport with community agencies;
24. Works collaboratively within a multidisciplinary team;
25. Works flexible hours and overtime when requested;
26. Works independently or as a team as required;
27. Performs other duties as required or assigned.

Knowledge, Skills and Abilities:

Knowledge and understanding of:

- Ability to diagnose and treat conditions within the scope of family practice medicine;

- Knowledge and understanding of the principles and standards of clinical practice in family medicine;
- Thorough knowledge of health promotion and disease prevention strategies;
- Understanding of the principles of patient education and change theory;
- Ability to work as a team member, establishing and maintaining effective relationships with patients and other staff;
- Ability to identify and treat chronic and acute illnesses and conditions;
- Diagnostic, laboratory and x-ray procedures;
- Initial emergency measures and treatments in situations such as cardiac arrest, shock, hemorrhage, convulsions and poisonings;
- Medications and medication effects;
- Medical guidelines and procedures regarding examination, therapy and recovery;
- Familiarity with advancements in medical technology and current experience;
- Caring and compassion.

Skills in:

- Utilization of electronic medical records;
- The use of otoscope, stethoscope, vaginal speculum and other equipment necessary for physical assessments;
- Performing the following routine therapeutic procedures:
 - injections;
 - debridement, suture and care of superficial wounds;
 - debridement of minor superficial burns;
 - urinary bladder catheterization;
 - removal of foreign bodies from the external surface of the skin;
 - removal of sutures;
 - removal of impacted cerumen;
 - subcutaneous local anesthesia;
 - application of physical therapy modalities;
 - incision and drainage of superficial skin infections.
- Proven work experience as a physician assistant or nurse;
- Problem solving and multi-tasking.

Ability to:

- Understand written and oral instructions of a technical and professional nature;
- Work within the Family Practice Physician role and recognize when to refer patients to a specialist or other health care provider;
- Recognize and triage to ER life threatening conditions or those beyond the scope of the practitioner;
- Make initial interpretation of all routine clinic functions including lab, x-ray EKG, nebulizer treatment, etc.;
- Take a complete, accurate and detailed history and perform physical examinations including pelvic and breast exams;
- Maintain professionalism and manage conflict quickly and in a direct and respectful manner;
- Prescribe medications listed in the formulary;

- Accurately record and maintain medical records;
- Adapt to changes in the work environment;
- Manage competing demands, changes in approach or method to best fit the situation;
- Deal with frequent change, delays and or unexpected events;
- Adhere to a high degree of confidentiality and sensitivity towards the families involved;
- Maintain confidentiality and compliance with HIPAA privacy and security rules;
- Work independently or as a team member with minimal supervision;
- Analyze and compile information;
- Communicate in a professional and effective manner with others both orally and in writing;
- Demonstrate punctuality and observe required work hours;
- Meet established timelines and/or deadlines;
- Observe established lines of authority;
- Identify problems that adversely affect the organization and its functions and offer positive suggestions for improvements;
- Exercise sound judgment and decision-making skills within established standards, policies and procedures;
- Interact with the public or other employees in a professional, respectful and courteous manner;
- Interact with challenging individuals and display sound judgment under stressful situations;
- Work with patients with diverse social economic and cultural backgrounds in an empathic, non-judgmental, respectful and professional manner.
- Prepare and update patient records through our EHR system and publish test results to our online medical care portal;
- Cultivate a climate of trust and compassion for the patients;
- Comply strictly with medical care regulations and safety standards;
- Collaborate effectively with team members of various specializations;
- Work independently;
- Take over existing patients as well as take on new patients.

Education/Experience/Training:

Education/Training:

- Graduate from an accredited Physician Assistant school, licensed to practice as a Physician Assistant in the State of Montana with full prescriptive authority, current DEA and board certified or Board eligible in Family Practice required;
- One-year experience in a clinical setting preferred.
- Familiarity with EHR/EMR programs required.

Certifications:

- Valid Driver's License issued by the State of Montana.

Computer:

- Intermediate to advanced software knowledge in Excel, Access, Word, Outlook and the ability to learn and adequately operate Alluvion Health software applications.

Language Skills:

Fluent in the English language. Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints.

Physical Requirements:

- 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.
- The employee is regularly required to sit and use hands and fingers to provide care to patients and operate computer;
- Frequently is required to reach with hands and arms;
- Must occasionally lift and/or move up to 40 pounds while transporting equipment and supplies;
- Specific vision abilities required by this job include close vision and looking into monitors for extended periods of time and ability to adjust focus which permits the employee to perform computer procedures, and to produce and review a wide variety of documents, correspondence, reports and related materials in both electronic and printed form;
- Clarity of speech and hearing that permits the employee to communicate well with others;
- Mobility that permits the employee to move about in a variety of building settings; Personal mobility that permits the employee to enter, operate and exit motor vehicles and travel to other clinic sites.

Working Conditions:

- Work indoors in climate-controlled environment 95% of the time.
- OSHA Exposure Category #1 (*The normal work routine involves exposure to blood, body fluids, or tissues, but exposure or potential exposure may be required as a condition of employment.*)

Work Hours:

- Full-time, Non-Exempt. Typically, a 40-hour workweek.

Comments:

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties,

responsibilities and requirements of a person so classified. Other functions may be assigned, and management retains the right to add or change the duties at any time.

Employee Signature

Date

Immediate Supervisor

Date

Human Resources Signature

Date