

LA PINE COMMUNITY HEALTH CENTER

POSITION: PHYSICIAN ASSISTANT

Supervisor: Chief Medical Officer

Effective Date: July 30, 2014

POSITION SUMMARY

Responsible for providing comprehensive primary care services in a primary medical care, ambulatory clinic setting. The provider works independently and interdependently with other clinic providers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provision of comprehensive primary care services for all ages in a primary medical care ambulatory clinic setting. The incumbent works independently and interdependently with other medical providers and visiting specialists.
2. Provide care consistent with evidence based medicine.
3. Perform minor outpatient procedures in accordance with the scope of practice and privileging policy.
4. Provide consultation to other clinic providers either in person or by telephone.
5. Consult with clinic physicians, specialists, or other health care professionals as appropriate.
6. Assess patient needs for specialty referrals, diagnostic and in-patient care and make appropriate referrals.
7. Provide patients and family members with counseling and education regarding health maintenance, disease prevention, diagnosis, treatment, and need for follow up as appropriate during each patient visit. Verify and document that the patient understands diagnosis, treatment and follow-up recommendations as required by uniform data system, meaningful use and patient centered medical home standards.
8. Dispense medications in accordance with State of Oregon Pharmacy Board policies.
9. Participate in a shared call system with other providers.
10. Assist with meeting clinic patient care team productivity and quality care standards.
11. Participate in development and utilization of practice guidelines and procedures.
12. Participate in audits, and meet standards of Quality Improvement, Risk Management and Utilization Management programs.
13. Complete accurate and timely documentation in patient records and encounters within 24-48 hours after the patient visit .
14. Maintenance of credentials essential for practice, to include licensure, certification and CME.
15. Maintains good attendance, is punctual and works full scheduled shift as a condition of employment.
16. Demonstrates respectful, professional and appropriate behavior that supports a team oriented work environment.
17. Demonstrate a commitment to the mission, core values and goals of LCHC and its healthcare delivery including the ability to integrate values of justice, respect, compassion, excellence and stewardship into appropriate programs and services.
18. Perform other duties as assigned by supervisor.

SECONDARY DUTIES AND RESPONSIBILITIES

Attend staff meetings, in-service meetings and participate in agency committees and task force activities as required.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education:

Graduate from an accredited medical program and experience in a family practice clinic setting.

Communication Skills:

Ability to read, analyze and interpret the most complex medical documents. The incumbent must have the ability to respond to the most sensitive inquiries or complaints. Ability to write reports and other documents that conform to prescribed style and format. The successful candidate will possess the ability to effectively present information to patients, consultants and colleagues.

Reasoning and/or Critical Thinking Ability:

Must have the ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Work situations are vaguely defined, often unprecedented, and unique in character. Problems are complex, abstract, conceptual, and long term in nature. There is a continual requirement for strategic, innovative thought and synthesis of information as it pertains to work situations.

Computer Skills:

Must have a demonstrated operating knowledge of computers. Intermediate level ability with Electronic Medical Record (EHR) systems, Word, Outlook and other required software programs.

Physical Demands:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to assess the patients, comprehend written medical charts, medical information, work instructions, and to review, evaluate and prepare a variety of written documents and materials.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to assess patients, use medical equipment, operate computer equipment and other office equipment.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in a medical and office environment.
- Sufficient personal and physical capabilities, with or without reasonable accommodation, which permits the employee to make presentations to large and small groups.
- Must be able to occasionally lift up to 30 pounds.

Experience:

Preferred but not required -

- Minimum of two years as a licensed Physician Assistant
- Two years as a provider at a Community Health Center or equivalent
- Familiar with patient centered medical home model

Unusual Working Conditions:

- Must be able to work beyond normal working hours, including weekends.
- Must be able/willing to attend training sessions or meetings out-of-town on your own time.
- Must be able to use your own vehicle and provide proof of insurance.

(Management reserves the right to change duties and qualifications given on this job description at any time).

Additional Requirements:

- Submit to and pass a drug test
- Successfully complete a criminal background check

Working Conditions:

There may be exposure to airborne and blood-borne pathogens, and hazardous materials. This position is not eligible to be a telecommute position.

Equal Employment Opportunity Statement:

La Pine Community Health Center (LCHC) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. LCHC complies with applicable state and local laws governing non-discrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfers, leave of absence, compensation, and training.

Receipt for Position Description:

This job description does not imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other related instructions and to perform any other job related duties requested by their supervisor.

I, _____ acknowledge I have read this job description and fully understand the requirements and expectations set forth therein. Furthermore, I have received a copy of this Job Description and I am able to complete all job responsibilities with or without reasonable accommodation.

Signature

Date