

M A R Q U E T T E   G E N E R A L   H E A L T H   S Y S T E M

JOB DESCRIPTION

POSITION: Physician Assistant DEPARTMENT: Emergency Med. Assoc.  
(7797)  
SUPERVISED BY: Physician SUPERVISES: None  
EFFECTIVE DATE: September 1, 1998 JCC: 815  
REVIEW DATE: 1/03 REVISED DATE: 1/03  
PREPARED BY: Stephen Vander Roest, M.D. TITLE: Medical Director, E.D.  
RECOMMENDED BY: Dennis Boe TITLE: Assistant Administrator  
APPROVED BY: Al Hendra TITLE: Asst. Admin./Hum. Res.

**POSITION SUMMARY:**

Provides patient care under physician supervision and according to licensure in a clinic or inpatient setting.

**POSITION ACCOUNTABILITIES/COMPETENCIES\*\*:**

- | Meets                    | Does Not Meet*           |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Maintains established hospital and departmental policies and procedures, objectives, performance improvement program, safety, environment of care, management of information, and infection control standards. (1,5) |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Utilizes excellent customer service skills at all times. (1,5)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Complies with federal and state law and accrediting and licensing agencies at all times, to include but not limited to, JCAHO and federal compliance regulations. (1,5)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Enhances patient and public relations by providing timely, efficient, and courteous service to all guests.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Evaluates patients of all ages according to patient needs. (1,2,3)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Collects and processes historical data for initial data bases and interval examinations. (1,2,3)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Consults with the physicians freely when encountering new or complex medical or surgical problems, or if in doubt as to the established and usual course of therapy. (1,2,3,5)                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Develops and implements diagnostic and therapeutic programs for patients seen in clinical settings, consulting with physicians when appropriate and/or necessary.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Participates in, or provides, under physician supervision, selected procedures including dressing changes, casting,  |

splinting, wound care, and minor surgical procedures.  
(1,2,3,8)

- 10. Maintains Emergency Department Records in a legible manner and completes patient physical assessment dictations in a timely manner. (1,2,3,5)
- 11. Medical records will be presented on an ongoing basis for review by supervising physician to comply with Emergency Department Performance Improvement Plan. (1,2,5)
- 12. Demonstrates minimum acceptable knowledge, skills, and abilities necessary to provide care appropriate to the age of the patient population served, based on physical, psychological, education, and safety needs.
- 13. Attends job related seminars and workshops. (2)
- 14. Performs other related duties as assigned or requested.

\*Comment or data needed to support this.

\*\*Those activities that employees are required to and able to perform independently following procedure and/or criteria

**POSITION QUALIFICATIONS:**

**Minimum Education:**

- Graduate of a certified Physician Assistant program

**Preferred Experience:**

- 3 yrs emergency department experience
- Prior ACLS, ATLS, and PALS training

**Required Registration:**

- Physician Assistant certificate
- Current license in the State of Michigan

**Physical Demands:**

- Moderate physical effort (lift/carry up to 25 lbs)
- Occasional prolonged standing/walking
- Occasionally lifts, positions, pushes and/or transfers patients
- Occasionally lifts supplies/equipment
- Occasional reaching, stooping, bending, kneeling, and crouching

**Working Conditions:**

- May be exposed to infections and contagious diseases
- May be exposed to the risk of bloodborne diseases
- May have occasional exposure to unpleasant patient or unit elements
- Will be subject to many interruptions
- May occasionally be subjected to long irregular hours

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- Contact with patients under a wide variety of circumstances
- Subject to varying and unpredictable situations
- Handles emergency or crisis situations

- (1) The performance of this function is the reason that the job exists and is a critical activity.
- (2) There are limited employees among whom the performance of this function can be distributed.
- (3) This function occupies a great deal of the employee's time.
- (4) This function is highly specialized. Employees are hired for the skill/ability to perform this.
- (5) Failure to perform this function may have serious consequences.
- (8) Exposure to bloodborne pathogens that requires use of personal protective equipment.

The above statements are intended to describe the nature and level of work being performed. They are not construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. 7797\_815.doc