

MARQUETTE GENERAL HEALTH SYSTEM

JOB DESCRIPTION

POSITION: Physician Assistant/Nurse Pract. DEPARTMENT: Clinic Admin. (8060)
SUPERVISED BY: Physician/Clinic Manager SUPERVISES: None
EFFECTIVE DATE: January 24, 1994 JCC: 815, 117
REVIEW DATE: 7/95; 12/95; 11/96; 1/97; REVISED DATE: 7/95; 12/95; 11/96; 1/97
3/98; 2/99; 1/00; 6/02; 10/06 3/98; 2/99; 6/02; 10/06
PREPARED BY: Clinic Operations Committee TITLE:
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**:

Does Meets Not Meet*

- 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)
2. Utilizes excellent customer service skills at all times. (1,5)
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)
4. Evaluates patients of all ages according to clinic appointment schedules and/or outpatient needs. (1,2,3)
5. Collects and processes historical data for initial data bases and interval examinations. (1,2,3)
6. 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)
7. Develops and implements diagnostic and therapeutic programs for patients seen in clinical setting, consulting with physicians when appropriate and/or necessary.
8. Ensures patient communications by making phone calls to patients in a timely manner. (1,3)
9. Participates in , or provides under physician supervision, selected procedures including dressing changes, casting,

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

- 10. Participates in well child care, interval health maintenance and general physicals (sports, school, insurance, DOT and pre-employment). (1,2,3)
- 11. Maintains charts in SOAP format in a legible manner and maintains Marquette Medical Clinics flow sheet, data bases, medication and problem lists according to Clinic Performance Improvement Plan. (1,2,3,5)
- 12. Presents medical records for periodic review by supervising physician. (5)
- 13. Demonstrates minimum acceptable knowledge, skills, and abilities necessary to provide care appropriate to the age of the patient population served, based on physical, psychological, educational and safety needs. (1,3,5)
- 14. Attends job related seminars and workshops. (2)
- 15. 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 - OR - Master's degree in Nursing with specialization in specific patient population

Preferred Experience:

- Relevant health care experience

Required Registration:

- Valid Physician Assistant certificate - OR - registered professional nurse
- 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

Physical Demands (cont.)

- Occasionally lifts supplies/equipment
- Occasional reaching, stooping, bending, kneeling and crouching

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

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- (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. 8060_117.doc