



## HHM Health Position Description

<b>POSITION:</b>	Physician Assistant
<b>DEPARTMENT:</b>	GFP/VFP/Womens/Peds
<b>JOB CODE:</b>	
<b>PAY RANGE:</b>	
<b>FLSA STATUS:</b>	
<b>REPORTS TO:</b>	Chief Medical Officer

<b>PURPOSE OF THE POSITION:</b>		
The Physician Assistant assists the physician in the clinic and work in tandem in these settings, enhancing the care of the patient. The patients can expect these qualities from the physician assistant such as compassion, clear and concise communication that the patients can understand, detail oriented, calm and reassurance of optimal care.		
<b>SCOPE AND MAGNITUDE:</b>		
<b>POSITION FUNCTIONS:</b>		
<ul style="list-style-type: none"> <li>▪ Assesses the physical and mental condition of patients by performing and obtaining comprehensive or problem-focused physical examinations and medical histories.</li> <li>▪ Orders, collects, interprets, and evaluates laboratory and other diagnostic tests to assess patient problems and health care needs.</li> <li>▪ Prescribes, recommends and/or employs medical drug therapies or other forms of related therapeutic treatments and procedures or performs indicated procedures in accordance with approved protocols/policies with attention to efficacy, safety, and cost.</li> <li>▪ Recommends interventions to modify behavior associated with health risks.</li> <li>▪ Formulates and implements comprehensive outcomes-based patient treatment plans based on patient assessments, evidence-based medicine, standards of care, professional practice guidelines and in collaboration with physicians and other interdisciplinary team members when appropriate.</li> <li>▪ Evaluates patient's response to health care provided and the effectiveness of care.</li> <li>▪ Counsels patients and families regarding medical processes, management of the health illness/condition, medication, nutrition, and health promotion.</li> <li>▪ Counsels patients about drug regimens and possible side effects or interactions with other substances such as food supplements, over the counter medications and herbal remedies.</li> <li>▪ Maintains appropriate records detailing the patient's treatment plans and outcomes. Initiates timely consultation and referral when the problem exceeds scope of practice and/or expertise.</li> <li>▪ Provides consultation level services for conditions/problems related to the Provider's specialty and training.</li> <li>▪ May be required to perform patient care duties beyond regular schedule based on coverage needs of the department.</li> <li>▪ Assesses patient/family needs and provides education</li> <li>▪ Promotes wellness and recommends community resources to meet patient and family needs.</li> <li>▪ Promotes/provides staff education.</li> <li>▪ May mentor new Advanced Practice Providers.</li> <li>▪ Other duties as assigned</li> </ul>		
<b>SUPERVISION OF PERSONNEL:</b>		
N/A	<u>TITLE OF DIRECT REPORTS</u>	<u>EXEMPT</u>
		<u>NONEXEMPT</u>
<b>WORKING RELATIONSHIPS:</b>		

Will interact both internally and externally with a variety of people, including but not limited to: Executives, leadership and other coworkers, HHM office administrators or assistants, clinic staff; general public including patients and their relatives or support

#### **KNOWLEDGE AND SKILL REQUIRED:**

**EDUCATION:** Master of Physician Assistant Studies from an accredited program for PA education and successful completion of a Physician Assistant program or equivalent required; current state PA with license to practice in the state of Texas, and current registration with TX Medical Board. Current state certification as a PA. Current CPR required.

**EXPERIENCE (and other qualifications):** Minimum of 2 years of applicable experience required; Experience with low-income populations in a community health clinic setting is desirable

**COMMUNICATION SKILLS:** Must possess the ability to read, analyze and interpret general publications. Ability to effectively present information and respond to questions from groups of managers, coworkers, patients and providers. Ability to respond to common inquiries or complaints from patients, regulatory agencies or members of the community.

**MATHEMATICAL SKILLS:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

**REASONING SKILLS:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form

#### **PREFERRED REQUIREMENTS:**

- Excellent professional written and verbal communication and interpersonal skills;
- Ability to produce quality work within tight timeframes;
- Capable of observing, receiving and otherwise obtaining information from all relevant sources then analyzing information/evaluating results to choose the best solution and solve problems

#### **SOFT SKILLS:**

- Knowledge of current social and economic problems pertaining to public health and their impact of primary health care.
- Cognizant of the prevalent stressors and their impact on both the professional provider and the patient population within Healing Hands Ministries, the community, and all of HHM clinical settings.
- Ability to work with other health care professionals from a variety of disciplines to achieve maximal productivity and program effectiveness while continuously promoting the growth and development of fellow professionals, exercising appropriate supervisory control and displaying good work judgment.
- Organized, dependable and a team player;
- Attention to detail and a have high sense of urgency;
- Must display good judgment, maintains confidentiality, sound decision-making, and be able to work independently, as needed;
- Flexible, adaptable and a high level of initiative;
- Able to establish and maintain interpersonal relationships;
- Work in a fast-paced environment and display strong customer service skills

#### **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

- Works indoors with a variety of office equipment in the medical office and exam/procedure rooms that include well-lighted, well-ventilated, and adequate space. Frequent exposure to communicable diseases, bodily fluids, toxic substances, and other conditions common to working in a primary care setting. May be exposed to strains and injuries from patients and equipment
- Required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; extensive reading; inspecting and observing information on a computer screen
- Must have hand/finger dexterity in order to fulfill functions of the role re: general medicine including vaccinations, physical exams, and more complex procedures with adults and children
- Remains stationary at least 85% of the time; Must be able to move around the office up to 15% of the time to make copies, fax, file, etc.; Occasionally lifts and carries items weighing up to 25 pounds. Occasional stressful situations and irregular hours.
- Must be able to communicate clearly to coworkers and patients both in-person and over the telephone.
- This position requires constant communication and exchange of information with HHM employees, clients, vendors, providers and/or contractors

**EFFECTIVE DATE: OCTOBER 2021**

## Healing Hands Position Description Acknowledgement

Title: PHYSICIAN ASSISTANT

- I have reviewed this job description and I understand all my job duties and responsibilities.
- I am able to perform the essential functions as outlined.
- I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.
- If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources staff.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I have discussed any questions I may have had about this job description prior to signing this form.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name (please print)