



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

PO BOX 768 • PORTERVILLE, CALIFORNIA 93258

PHONE: (559) 784-2316 • FAX: (559) 791-2585

**POSITION DESCRIPTION
PHYSICIAN ASSISTANT**

Reports To: Director of Clinical Services
FLSA Status: Exempt- Professional
Revised Date:

Prepared By: Human Resources
Salary Grade:
Board Approval:

POSITION SUMMARY:

Under the direction of the Director of Clinical Services, the Physician Assistant performs physical screening assessment; makes diagnoses and treats or refers for further medical care; and plans patient follow-up care. The PA must be able to communicate well and be able to establish rapport with patient and their families. He/she must be sensitive to the needs of the Indian community; its cultures, traditions, behavior patterns, and background. The PA must be familiar with the goals and objectives of the Health Center, also maintains genuine enthusiasm for the success of TRIHCI's health programs and consequently exercises a strong sense of stewardship in developing and maintaining community relations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- a) Perform complete physical examinations;
- b) Take thorough histories and initiate appropriate diagnostic and screening tests;
- c) Accurately diagnose common medical problems and initiate treatment or make referral to physician as indicated;
- d) Perform routine laboratory and screening techniques including drawing and examining venous blood, catheterization and urinalysis;
- e) Collection and examination of stool, taking cultures, performing and reading skin tests, pelvic exams, and taking of EKG tracings;
- f) Coordinates, supervises, and performs routine therapeutic procedures including injections, immunizations, debridement, suture and care of superficial wounds, removal of foreign bodies from skin, removal of sutures, removal of impacted cerumen, subcutaneous local anesthesia, nasal packing, incision and drainage of superficial skin infections;
- g) Recognize and evaluate situations which call for immediate attention of the physician and, when necessary, initiate treatment procedures essential for the life of the patient;
- h) Instruct and counsel patients regarding the matters pertaining to their physical and mental health, such as diets, social habits, family planning, normal growth and development, aging, and the understanding and long term management of their disease;
- i) Assist physician in the ordering of drugs and supplies, keeping records, and upkeep of equipment;
- j) Assist physician in providing services to patients requiring continuing care including the review and implementation of treatment and therapy plans;
- k) Facilitate physician's referrals of patients to the appropriate health facilities, agencies, and resources in the community; maintain medical records;
- l) Collaboration with and approval by physician on development, updating and implementation of PA Protocols and other necessary medical protocols;
- m) Ongoing contact with physician to include all types of meetings for the purpose of evaluation and enhancement of the program and patient care;

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- n) Collaboration with physician on development, update and implementation of clinic manuals to reflect current Scope of Work as is required by Indian Health Services (IHS), and to reflect other requirements that may be mandated by other regulatory agencies;
 - o) Participation in all program reviews by regulatory agencies (IHS, IHP, CHDP, Managed Care system, etc.)
 - p) Working in conjunction with the Director of Clinical Services and the clinic's RN's to assure that all required reports are completed in a timely manner and sent to agencies requesting such reports. These reports include: annual diabetic audits, immunization reports and other reports;
 - q) Providing technical assistance in budgeting and purchasing medical supplies pharmaceutical supplies and equipment for the clinic.
 - r) As required by the Director of Clinical Services, provides outpatient medical care pursuant to procedures as allowed under current state laws and "Laws and Regulations Relating to the Practice of Physician Assistant";
 - s) Makes referrals on appropriate form to the public health nurse on all newly diagnosed pregnancies, high risk infants, patients with acute communicable disease, and other high risk patients as outlined in policy and procedure's or as deemed necessary;
 - t) Complete and maintain the Patient Medical Record as outlined in policy and procedures.

Additional Responsibilities may include:

- a) Participate in all required staff meetings including any necessary trainings.
- b) Perform general office duties or other responsibilities as needed and assigned.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skills, and/or abilities required. In accordance with the Americans with Disabilities Act (ADA), reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS, AND ABILITIES:

- 1) Possess Physician Assistant skills and apply them in a home or community setting.
- 2) Must have good communication skills, be able to effectively communicate with diverse populations, and be willing to convey responsibilities to patients.
- 3) Demonstrate the ability to work independently in carrying out assignments while remaining reliable and dependable.
- 4) Demonstrate professional competency in office and healthcare abilities, including the maintenance of client confidentiality.
- 5) Possess basic computer and database software operation knowledge, and demonstrate a working knowledge of routine office hardware and equipment (e.g. printers, copiers, fax machines, etc.).
- 6) Must demonstrate the ability to maintain accurate records and preparing clear and accurate reports for informational, auditing, and operational use, including capacities for attention to detail and for reviewing and verifying accuracy of data.
- 7) Possess the ability to organize and follow one's own work schedule (i.e. setting priorities, being available during work hours, and meeting critical deadlines).
- 8) Possess the ability to perform well in group problem-solving situations and use reason even when dealing with highly emotional topics.
- 9) Possess the ability to become knowledgeable of health needs and services provided to the Indian community both on and near the reservation.

- 10) Demonstrate the competency and integrity to maintain the confidentiality of organizational, employee, and client records.
 - 11) Possess the ability to deliver effective training and presentations on technical subjects to large and/or small groups of various educational and cultural backgrounds.
 - 12) Possess knowledge of federal, state and local laws and regulations governing public health, principles of mental health. Laws and regulations relating to the practice of medicine and nursing;
 - 13) Knowledge of causes, means of transmission and methods of control of communicable disease, principles and practices of diagnosis and treatment of common medical problems, child growth, and development.
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QUALIFICATIONS:

1. Possess a Valid California Driver's License and be insurable with the Tule River Indian Health Center Inc. insurance agency.
2. Must pass pre-employment drug & alcohol test.
3. Must pass pre-employment physical.
4. Must pass background check.
5. Must possess advanced computer operation knowledge, and demonstrate a working knowledge of routine office hardware and equipment (e.g. printers, copiers, fax machines, etc.).
6. Must be able to work in a Drug Free Workplace with zero tolerance of drug and alcohol.
7. Must possess advanced knowledge of PRC, strategic budget formulation, healthcare finance, and 3rd party billing and collections.
8. Must have knowledge of 638 Contracting Programs.
9. Must possess good written and oral communication skills,
10. Must be able to effectively communicate with diverse populations and willing to convey financial responsibilities to patients.
11. Must have the ability to work independently in carrying out assignments while remaining reliable and dependable.
12. Must demonstrate professional competency in office and healthcare abilities, including the maintenance of patient confidentiality.
13. Must demonstrate the ability to maintain accurate records and preparing clear and accurate reports for informational, auditing, and operational use, including capacities for attention to detail and for reviewing and verifying accuracy of data.
14. Must possess the ability to organize, setting priorities, be available during work hours, and meet critical deadlines.
15. Must possess the ability to perform well in group problem-solving situations and use reason even when dealing with highly emotional topics.
16. Must demonstrate the competency and integrity to maintain the confidentiality of organizational, employee, and patient records.
17. Must possess the ability to deliver effective training and presentations on technical subjects to large and/or small groups of various educational and cultural backgrounds.
18. Must have the ability to establish and maintain effective relationships with and gain confidence and cooperation of supervisors and managers on difficult issues.
19. Must be able to communicate well and be able to establish rapport with patients and their families.
20. Must be sensitive to the needs of the Indian community, cultures, traditions, behavior patterns and background.
21. Must be familiar with the goals and objectives of the TRIHCI and maintain a genuine enthusiasm for the success of TRIHCI's health programs.

EDUCATION AND/OR EXPERIENCE

- A high school diploma or equivalency is required for this position. Completion of an accredited Physician Assistant Program

- A two-year (2) college degree and/or completion of a medical certificate program, and a combination of education, training, and/or experience equivalent to four (4) years practice in a similar capacity is preferred for this position.

CERTIFICATES, LICENSES, REGISTRATIONS

- A current California driver's license and a good driving record are required for this position. Current certificate as a Physician Assistant in the State of California
- Current DEA registration
- Current first Aid/CPR certification at ACLS level PALS certification preferred

PREFERRED QUALIFICATIONS AND CONTINGENCIES

TRIHCI maintains a drug- and alcohol-free workplace, and all offers of employment are contingent on the successful completion of a criminal background check, a post-offer drug test and physical, and verification of each candidate's right to work in the United States.

PHYSICAL WORK ENVIRONMENT: *The description provided here is representative of those conditions in which the Physician Assistant will be required to perform the essential functions of this position. As stated earlier, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

While performing the duties of this position, the Physician Assistant is situated in a standard office environment within the health center, where there is little or no exposure to variations in the weather or other similar elements. The Physician Assistant will move throughout the health center to meet with supervisors and co-workers, but maintains direct patient/client contact. Consequently, the Physician Assistant must:

1. Possess the mobility to work in a standard office setting (i.e. walk, stand, or sit for extended periods of time);
2. Posses the ability to use standard office equipment to write, type, copy, fax, or perform other duties;
3. Possess the strength to lift and carry supplies weighing up to 15 lbs. repeatedly and up to 45 lbs. intermittently;
4. Possess the visual acuity to read printed materials and a computer screen; and
5. Demonstrate hearing and speech capabilities that allow him/her to communicate in person and over the telephone as required,
6. Possess the ability to push, bend and/or lift to help patients to/from vehicle, wheelchairs, stretchers, etc., and moving equipment and medical supplies.

The clinical setting at TRIBCI is categorized by OSHA as a Blood-home Pathogen Category I facility. Consequently, there exists the potential for exposure to blood, body fluid/tissue, and infectious wastes. There also exists the potential for exposure to chemicals, biologicals, toxicants, and irradiants found on-site.

DISCLAIMER:

This position description lists the major duties and requirements for the Physician Assistant position as established by subject-matter experts and the Human Resources Manager at the time of this document's creation. This position may require additional performance of duties and responsibilities beyond those outlined in this document, and that may require additional sets of knowledge, skills, and abilities not fully articulated herein.

Employee Affirmation:

I have thoroughly read the attached position description for the position of Physician Assistant. Any verbal explanations that I have requested concerning the information in this position description have been provided me to my satisfaction. I subsequently affirm that I am qualified to occupy this position with TRIHCI and I agree to perform the duties and responsibilities outlined therein.

Employee Name (Print)	Date:
Employee Signature	