



**JOB TITLE:** Physician Assistant – General  
**REPORTS TO:** Executive Director  
**EXEMPT/NON EXEMPT:** Exempt  
**POSITION OVERVIEW:** This position is responsible for the evaluation and treatment of family practice related injuries and illness within the scope of practice of a Physician Assistant and under the direction of The Doctors Clinic Physicians.

**ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:**

1. Obtains appropriate medical history and physical data on patients. Reviews existing patient records.
2. Interprets and integrates data to determine appropriate diagnostic and therapeutic procedures needed.
3. Performs appropriate level of physical exam and documents findings. Establishes presumptive diagnosis.
4. Orders appropriate laboratory and diagnostic procedures.
5. Synthesizes data to determine preliminary diagnosis and therapeutic plan utilizing principles of prevention.
6. Administers injections and oral medications. Sutures wounds. Orders appropriate casting and durable medical equipment (DME). Applies when necessary.
7. Instructs patient and family regarding medications, treatment instructions, and possible outcomes to watch for.
8. Consult appropriately with physicians and other health professionals regarding patient status. Ensures that physicians are kept informed of any unusual or significant findings concerning their patients.
9. Performs other duties as may be assigned consistent with professional credentials.
10. Other duties as assigned.

**ADDITIONAL RESPONSIBILITIES:**

1. Triage patient phone calls when needed.
2. Attends required meetings and training. Participates in committees if requested.
3. Participates in professional development activities and maintains professional affiliations.
4. Works closely with site manager and physicians with respect to hours, efficient patient flow and appropriate use of provider resources.
5. Maintains patient confidentiality.
6. Complies with all Clinic policies

**QUALIFICATIONS:**

**Education:**

1. High school diploma or equivalent.
2. Graduate from an accredited Physician Assistant program.

**Certification/Licensure:**

1. Current licensure in Washington state as a PA with prescriptive authority.
2. Current certification from the National Commission on Certification of Physician Assistants.
3. CPR certification for *Health Care Providers*.

**Physical Requirements:**

**Hearing:** Adequate to perform job duties in person and over the telephone.

**Speaking:** Must be able to communicate clearly in person and over the telephone.

**Vision:** Visual acuity adequate to perform job duties, including visual examination of patient and reading information from printed sources and computer screens.

**Other:** Requires frequent lifting and carrying items weighing up to 30 pounds unassisted, including assisting patients or in surgeries when required. Adequate physical ability including sufficient manual dexterity to perform the requisite health care service, including injections. Requires frequent bending, reaching, repetitive hand movements, standing, walking, squatting and sitting, with some heavy lifting, pushing and pulling exerted regularly throughout a regular work shift. Requires exposure to communicable diseases, bodily fluids, medicinal preparations and other conditions common to a clinic environment.

The above is intended to describe the general content and requirements for the performance for this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read the Physician Assistant job description and understand the functions and objective of the position.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THE DOCTORS CLINIC IS AN EQUAL OPPORTUNITY EMPLOYER**

Last Updated: 11/2011