

Lead Onsite Healthcare Physician Assistant

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM CLARKSVILLE, TENNESSEE JOB DESCRIPTION

Job Title: Lead Onsite Healthcare Physician Assistant

Department: Onsite

Grade 504

H.P.D. 8

D.P.Y. 260

Job Description

Date Reviewed: May 2021

**Reports To: Onsite Employee Health and
Wellness Clinic Manager and Assistant
Clinic Manager**

Purpose of Job

The Lead Physician Assistant works collaboratively with the Medical Director/ Physician and is primarily responsible for providing primary care medical services to both adult and pediatric patients seeking treatments for diseases/ injuries in the clinic. The Physician Assistant is responsible for the direction and supervision of nursing medical staff as appropriate. The role receives medical supervision from the Medical Director and Collaborative Physician on issues related to medical care and treatment.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Assists Administration in preparing performance evaluations for the Nurse Practitioner and Physician Assistant staff.

Assists Administration in making recommendations on hiring, promotions, transfers, work improvement, and discharge.

Assists Administration in making recommendation regarding unresolved clinical problems.

Assists Administration in planning and conducts staff meetings.

Assists Administration in reviewing the quality of completed and in-progress assignments and assists in implementing corrective measures where necessary.

Assist Administration in developing and revising proposed Physician Assistant / Nurse Practitioner programs based on changes in needs, review of patient records, and review of professional literature.

Lead Onsite Healthcare Physician Assistant

Assists Administration in evaluating clinical performance of the Physician Assistants / Nurse Practitioners assigned to the Onsite Medical Clinic.

Serves as a resource person to the Physician Assistant / Nurse Practitioner regarding unusual or difficult cases and demonstrates appropriate evaluation and treatment procedures.

Assists in the clinical training of students, orientation of Onsite team, and assists Administration in providing for staff development through in-service training and arrangement for attendance at special conferences, seminars, or education courses.

Provides technical guidance to students by instructing, training, and evaluating them in developing methods and procedures for assigned areas.

Assume quality of care for all patients through health history taking, physical examination and diagnostic tests; develops and implements plans for providing treatment of illness and preventative services.

Consults with Physicians regarding patient's conditions, diagnosis, treatment plan, medication orders, and need for specialty care; keeps physician advised of patient status as necessary; prescribes medications according to proper clinical care and standards of practice; recognizes situations requiring physician care; consults with and makes appointment with physicians for patients.

Assists the Medical Director and CMCSS in the development and updating of medical and other policies, guidelines, and medical orders used in the delivery of health care to patients.

Maintain an affiliation with professional groups, medical associations and medical organizations, as per policies established and positively represent CMCSS in all meeting of these associates and organizations.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

- Successfully complete 4 academic years of pre-professional and professional study including graduating from a Physician Assistant Program accredited by Accreditation review Commission on Education for the Physician Assistant
- Passing score on the Physician Assistant National Certifying Exam (PANCE) administered by the National Commission on Certifying of Physician Assistants (NCCPA).
- Certification as a Physician Assistant with two years experience.
- Professional clinical experience in one or more of the following areas of practice; Family Medicine, General Medicine, Internal Medicine, Preventative Medicine.
- Valid prescriptive authority.

Lead Onsite Healthcare Physician Assistant

KNOWLEDGE OF JOB

Knowledge of state laws and regulations on Physician Assistant scope of work; responsibilities, professional principles, procedures and techniques of Physician Assistant, as applicable within specific licensure.

Knowledge of symptoms and normal course of acute and chronic illnesses, and their treatment.

Knowledge of normal growth and development, and common illnesses, and their treatment.

Knowledge of standard medical record-keeping and HIPPA requirements.

Knowledge of procedures, techniques, and tests for conducting comprehensive physical examinations.

Knowledge of medications commonly used for a wide variety of medical conditions, and their effects, reactions, and contraindications; proper handling and administration of medications.

Knowledge of community resources for medical care, mental health care and social services.

Excellent verbal/written communication and interpersonal skills.

Ability to make recommendations to effectively solve problems, using judgment consistent with standards, practices, policies, and procedures.

Knowledge of Microsoft Office, including Word, Excel, Access, Outlook, and PowerPoint.

Ability to focus on details, handle multiple tasks, and remain highly organized in a fast-paced environment.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and equipment such as computers, printers, copier, calculator, telephone. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to twenty pounds of force frequently. Must be able to lift and/or carry weight of forty to sixty pounds. Must be able to respond quickly to emergency situations in the school. Physical demand requirements are at levels of those for medium to heavy work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information, Includes giving assignments and/or directions to co-workers or assistants.

Lead Onsite Healthcare Physician Assistant

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to job Lead On-Site Healthcare Physician. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice. Requires knowledge of standard medical terminology and abbreviations.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to Health Services.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape visually with office equipment

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using office equipment and medical equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have eye/hand coordination sufficient to administer medications to include insulin.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

Lead Onsite Healthcare Physician Assistant

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the School System may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date