



## VALLEY HEALTH TEAM

LIVE BETTER. VIVE MEJOR.

### JOB DESCRIPTION

POSITION:	PHYSICIAN ASSISTANT
REPORTS TO:	CHIEF MEDICAL OFFICER
POSITIONS SUPERVISED:	NONE
CLASS:	REGULAR
CAT:	FULL-TIME
	EXEMPT

#### **BASIC FUNCTIONS:**

Under the supervision of the Chief Medical Officer, the Physician Assistant (PA) provides professional medical services in the community health center setting. The Physician Assistant will provide comprehensive medical services including family practice services for all patients of Valley Health Team. Will also collaborate with other healthcare professionals and with the Chief Medical Officer in the management of patient and their coordination, referral, and follow-up care.

#### **DUTIES AND RESPONSIBILITIES:**

1. Direct and indirect patient care including, but not limited to: observations of signs and symptoms of illness, reactions to treatment, general behavior, or general physical condition, and determining of whether the signs, symptoms, reaction, behaviors, or general appearance exhibits abnormal characteristics.
2. Direct and redirect patient care services that ensure the safety, comfort, personal hygiene, and protection of patient; and the performance of disease prevention and restorative measures.
3. Direct and redirect patient care services, including, but not limited to, the administration of medications and therapeutic agents, necessary to implement a treatment, disease prevention, or rehabilitation regimen as assessed by and/or ordered by and within the scope of licensure.
4. Performance of skin tests, immunization techniques, and the withdrawal of blood from veins and arteries.
5. Demonstrate satisfactory knowledge and clinical judgment to provide appropriate care for clinic patients.
6. Examine patients to determine presence of illness, utilizing physical findings, laboratory results, medical history, ascertains nature and extent of illness and prescribe treatment as indicated.
7. Document and maintain patient records of services provided according to agency and JCAHO standards.
8. Develop and institute appropriate treatment plans per protocol with the consultation of the Chief Medical Officer; treatment will include the care of acute and chronic medical problems.
9. Provide and assist with various counseling and education functions.
10. Participate in the development of medical protocols.
11. Establish a collaborative relationship with other medical providers.
12. Participate in Performance Improvement, Quality Assurance programs, and Peer Review.
13. Productivity satisfactory and consistent with the clinical goals.
14. Responsible for personal full compliance with all applicable federal, state, local and center rules, regulations, protocols and procedures governing the practice of medicine and the clinical provision of medical care as well as those relating to, but not limited to, personnel issues, work place safety, public health and confidentiality.
15. On a temporary basis, may be required to work at any satellite facility.
16. Contribute to team effort by assisting other departments as needed and while maintaining confidentiality of VHT's business.
17. Work cooperatively with all staff members and outside sources in a professional manner to deliver a high level of service.
18. Observe and practice all VHT Patient Experience Service Standards as outlined in "World Class Practices: My Commitment to Care (which I have read and signed). Practice CICARE when interacting with patients, their families, visitors, or internal customers.
19. Practice CICARE phone etiquette during all phone interactions.
20. Always exercise courtesy whenever patients, family members, visitors and co-workers are present.

21. Respect privacy and dignity of our patients, family members, visitors and co-workers.
22. Maintain professionalism in the presence of patients, their families, visitors and co-workers.
23. Act as a role model, verbally and behaviorally demonstrating skill, enthusiasm, positive problem solving, commitment and loyalty to the profession and the organization.
24. Engage as a member of the care team caring for individuals in the community
25. Prep for and lead daily huddles
26. Promote and educate on evidence-based preventive care, chronic care needs, and self-management support
27. Deliver clinical screening tests and immunizations
28. Follow applicable regulations: Joint Commission, OSHA, HIPAA, and CLIA.
29. Serves and protects the practice by adhering to professional standards, policies and procedures, federal, state, and local requirements, and The Joint Commission Accreditation of Healthcare Organization standards.
30. Perform other related duties, which may be inclusive, but not listed in the job description.

**MINIMUM QUALIFICATIONS:**

1. Graduate from an accredited physician assistant program/school
2. Current California PA license
3. Current Basic Life Support card
4. Current DEA certificate
5. Current NCCPA certification preferred
6. Minimum 1 – 2 years of work experience; FQHC work experience preferred
7. Modern office practices and procedures (including email)
8. Must show professionalism at all times especially when working with patients
9. Fluent conversation English/Spanish preferred
10. Ability to be flexible with work schedule and available to work at all site locations
11. Must have own transportation, valid California Driver's License and current proof of automobile insurance coverage
12. Demonstrated ability to provide world-class patient experience using CICARE principles and practices. Ability to be proactive and to go above and beyond the call of duty; take initiative to provide a world class patient experience in all encounters via email, phone or in person

**TYPICAL WORKING CONDITIONS:** The office setting is a normal work environment. Occasionally work during early morning, evening or weekend. May be subjected to temperature variances in the office.

**TYPICAL PHYSICAL DEMANDS:** Requires sitting, standing, or walking for up to eight hours a day. Some bending, stretching, or reaching may be necessary. Lifting up to 40 pounds may be required on occasion. Vision must be correctable to 20/20 and hearing must be in the normal range for telephone contact.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may come in contact with hazardous equipment such as liquid nitrogen, cleaning agents, and sharps. The noise level in the work environment is usually moderate but may become excessively loud with the increased patient flow during a busy clinic day.

I, the employee, understand the responsibilities and standards of my position as listed above, and I agree to fulfill them to the best of my ability. I understand I am an at-will employee and can be terminated at any time with or without cause. I also understand the Valley Health Team Inc. will not be responsible in any manner for termination's which are due to defunding of Federal or State Contracts. I also agree that the VHT Board of Directors have the right to modify the Personnel Policies which govern my employment at any time.

This organization is an Equal Opportunity Employer. It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, or other protected classification.

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

\_\_\_\_\_  
Date