



JOB DESCRIPTION PHYSICIAN ASSISTANT (PA)

Employee Name: _____ Emp #: _____

Physician Assistants (PA's) are persons who have attained a baccalaureate or master's degree from an approved program of instruction in primary health care or surgery. PA's are licensed by the Board of Medicine and perform only under the supervision and control of a supervising physician.

PA's are extenders of their supervising physicians. The PA has passed the NCCPA exam and holds current certification with the NCCPA. A PA may not perform any service which his or her supervising physician is not qualified to perform. A PA may be authorized by the Board to issue written or oral prescriptions for certain drugs if the following conditions are met: the PA has performed patient care for a minimum of two (2) years immediately preceding the submission of an application requesting limited prescriptive privileges: Provided, That to meet this condition, the first year of patient care may be as a student in an approved physician assistant program; and the PA has successfully completed 4 semester hours of instruction in clinical pharmacology. Effective July 1, 2013, a physician assistant shall provide evidence of completion of a minimum of three (3) hours of drug diversion training and best practice prescribing of controlled substances training within two (2) years prior to his or her application submission to the WV Board of Medicine or WV Board of Osteopathic Medicine for limited prescription privileges.

All physician assistants must provide to the West Virginia Board of Medicine a current address and email address at all times. Must remain abreast of changes and updates related to physician assistants by the West Virginia Board of Medicine or West Virginia Board of Osteopathic Medicine by subscribing to the West Virginia Board of Medicine newsletter (web site: wvbomnewsletter@wv.gov)

Requirements for Physician Assistant:

- **Proof of graduation from an approved program of instruction in primary health care or surgery.**
- **Successful completion of NCCPA and evidence of current certification.**
- **Good moral character.**
- **Proof of attained baccalaureate or master's degree, as evidenced by a diploma.**
- **Results of self-query from NPDB and HIPDB.**
- **Hold a valid and current license in the state of West Virginia.**

SUMMARY OF FUNCTIONS:

To provide optimum assistance to the facility and supervising physician through the performance of a wide variety of health care services such as routine patient care tasks, diagnostic procedures and therapeutic procedures.

ORGANIZATIONAL RELATIONSHIP:

Reports directly to the supervising physician(s) and to the hospital/clinic/ ER director or other designated supervisor(s).

QUALIFICATIONS:

1. Knowledge of interpersonal skills.
2. Must be flexible and willing to learn new skills & work various schedules to meet patient needs.
3. Ability to relate well to patients as well as medical/nursing staff.
4. Must possess and express a concern for patients.
5. Strong personal initiative required.
6. In all matters this person shall observe the confidentiality of patient records and information according to HIPAA rules and regulations.
7. May practice as a Physician Assistant with a valid temporary license until passing is obtained of the first available state examination.

SUMMARY OF FUNCTIONS

- Screen patients to determine the need for medical attention.
- Review patient records to determine health status of patients both past and present.
- Take a patient medical history.
- Dictate a patient History and Physical
- Perform developmental screening examinations on children.
- Make decisions regarding data gathering and appropriate management and treatment of patients being seen for the initial evaluation of a problem or the follow-up evaluation of a previously diagnosed and stabilized condition.
- Prepare patient summaries.
- Initiate requests for commonly performed initial laboratory studies.
- Collect specimens for and carry out commonly performed blood, urine & stool analysis and cultures if necessary.
- Identify normal and abnormal findings in history, physical examination and commonly performed laboratory studies.
- Initiate appropriate evaluation and emergency management for emergency situations; i.e. cardiac arrest, respiratory distress, injuries, burns and hemorrhage.
- Perform a comprehensive medical screening exam (MSE) for Rural Health Clinic(s)/Emergency Room patients.
- Removal of small, apparently nonmalignant skin lesions.
- Long Term Care patient evaluation and treatment as directed by the supervising physician.
- Attend staff/clinic or other meetings as scheduled, when required or requested to attend.
- Participate and attend in assigned committee tasks; i.e, performance improvement, periodic review of written policies, etc, if required.
- Provide counseling and instruction regarding common patient problems.
- Execute documents at the direction of and for the supervising physician(s).
- Arrange for or refer patients for needed services not provided at Boone Memorial Hospital, Inc.
- Perform clinical procedures such as:

- a. venipuncture
- b. electrocardiogram
- c. care and suturing of minor lacerations
- d. casting/strapping and splinting
- e. control of external hemorrhage
- f. application of dressings and bandages
- g. removal of superficial foreign bodies
- h. endotracheal intubation
- i. cardio-pulmonary resuscitation
- j. audiometry screening
- k. visual screening
- l. know and adhere to aseptic and isolation techniques
- m. suture removal
- n. provide local anesthesia
- o. cardiovascular stress tests
- p. punch biopsy/punch excision
- q. Other procedures allowed by the West Virginia Board of Medicine or West Virginia Board of Osteopathic Medicine not previously listed that meet the requirements of Boone Memorial Hospital and the supervising physician.

PHYSICAL DEMANDS:

Ability to perform various motor skills such as; standing or sitting for long periods of time, walking, lifting (up to 50 pounds) using proper lifting techniques, stair climbing, reaching, bending, twisting, pushing, pulling, squatting, grasping and arm-hand coordination on a continuous basis.

I have read and understand the scope of my duties and tasks as outlined above. I fully understand the physical demands and requirements set forth in this job description and agree to abide by all rules established for licensed Physician Assistant and work within the scope of practice regulated by the West Virginia Board of Medicine or West Virginia Board of Osteopathy.

(Printed name)

Physician Assistant Signature

_____/_____/_____
Date Signed

Revised: 10/2020