**SANTA YNEZ TRIBAL HEALTH CLINIC**

**JOB DESCRIPTION**

**TITLE:** Physician Assistant (PA)

**DEPARTMENT:** Medical

**CLASSIFICATION:** Exempt

**REPORTS TO:** Medical Director

**DAYS/HOURS:**  Monday-Friday/32-40 hours per week/On-call after hours (monthly rotation)

**JOB SUMMARY:**

Under the direct supervision of the Medical Director, performs as a member of the healthcare team to support staff physicians by providing acute and preventative care services and fulfilling community health objectives for our patients. Acts as a consultant to other clinical and medical support staff. Works within the National Indian Health Services (IHS) Physician Assistant (PA) scope of practice. Develops and implements programs for internships, externships, and volunteer programs for medical students in PA, nursing, medical assisting, and related programs. Develops and oversees emergency preparedness and disaster planning programs for the clinic.

**ESSENTIAL RESPONSIBILITIES:**

* Facilitates the delivery of patient care in collaboration with health professionals, health managers, and other healthcare personnel.
* Provides care appropriate to the age of the patients served (i.e., infant, pediatric, adolescent, adult, or geriatric).
* Obtains and evaluates patients’ health history and performs physical assessments of patients using techniques of observation, inspection, auscultation, palpation, and percussion; is proficient in the use of instruments needed for assessments (e.g., otoscope, stethoscope, etc.) and is able to differentiate between normal and abnormal findings.
* Performs general wound care for superficial wounds, including laceration repair, incision, drainage, and biopsies as needed.
* Reviews patients’ lab reports, EKG’s, x-rays, charts, and results of other tests; collaborates with staff physicians as needed.
* Recognizes and manages conditions outlined in Santa Ynez Tribal Health Clinic (SYTHC) protocol manuals.
* Makes decisions independently to handle complex patient cases, including those with multi-system medical problems; collaborates with the staff physicians as needed; knows when to refer the patient to the physician for future evaluation and care.
* Prescribes and dispenses medications and controlled substances within the jurisdiction of the PA’s state license and DEA prescribing authority; orders and adjusts selected medications, therapies, and diagnostic procedures according to protocol.
* Assesses patients’ medical concerns over the phone during clinic’s closed hours and for the assigned month; provides medical advice, prescribes medications, recommends over-the-counter medications, recommends emergency room visits, etc. as deemed appropriate; rotates monthly on-call duties with other SYTHC providers.
* Instructs and counsels patients regarding compliance with prescribed therapeutic regimens, normal growth and development, family planning, and emotional problems; promotes physical and emotional health and health maintenance through direction and instruction.
* Identifies resources available within the community to help patients and families and provides guidance on how to utilize the resources.
* Maintains knowledge of programs provided such as Child Health and Disability Prevention (CHDP)/Patient Assistance Program, Medi-Cal, Healthy Families, Family Planning, Access, Care, and Treatment (Family PACT), Every Woman Counts (EWC), etc.
* Documents all patient visits, follow-ups, treatment plans, diagnoses, etc. into the electronic health record (EHR) system in an efficient, accurate, and succinct manner.
* Uses knowledge, skills, abilities, and experience to contribute to quality improvement/systems improvement initiatives; updates and assists in revising current protocols.
* Participates in informal on-the-job training for clinic Medical Assistants, including training on suturing, triage protocol, severe hypertension protocol, etc.; acts a consultant to other clinical and medical support staff.
* Responsible for keeping up with current accepted practices for Physician Assistants and attends formal educational courses and seminars as directed or needed.
* Adheres to domestic violence and child, dependent, and elder abuse protocols.
* Maintains and adheres to confidentiality and privilege communication protocols (e.g., patient, employee, clinic, and Health Insurance Portability and Accountability Act (HIPAA) as set forth by SYTHC.
* Adheres to of all safety policies and procedures inclusive of infection control rules and regulations, Occupational Safety and Health Administration (OSHA) compliance, and Clinical Laboratory Improvement Amendments (CLIA).
* Heads the education committee in the development and implementation of programs for internships, externships, and volunteer programs for medical students in PA, NP, nursing, medical assisting, and related programs; works with outside agencies on contracts and with internal staff to ensure onboarding processes and procedures are in compliance.
* Performs an administrative/leadership role in the planning, development, and execution of emergency preparedness; ensures communication and requirements are met with county, state, federal, and other regulatory agencies.
* Coordinates responses in emergency situations as the SYTHC’s point person and with state and county officials/agencies.
* Coordinates exercises for SYTHC staff on emergency planning/disaster preparedness.
* Serves as a liaison with county public health’s disaster coalition.
* Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

* Current and valid license to practice as a Physician Assistant in California.
* Graduate of an accredited Physician Assistant school.
* Current and valid CPR certification.
* Three years of related work experience with clinical proficiency in evaluating patient care delivery systems and handling complex and multi-system medical problems.
* Excellent interpersonal skills and the ability to communicate information clearly and accurately, both verbally and in writing.
* Strong knowledge, skills, and abilities in providing patient care within the scope of a PA.
* Must have accuracy and attention to detail on clinical, technical, procedural, and administrative tasks.
* Ability to relate to patients of diverse backgrounds in potentially stressful situations.
* Ability to perform lab screenings and vital assessments.
* Ability to work independently and as member of a team, providing excellent service while maintaining patient confidentiality.
* Ability to operate in a dynamic, fast-paced environment with minimal supervision.
* Ability to handle stressful situations.
* Demonstrated ability to balance demands, multiple issues, conflicts, and time pressures constructively and efficiently to meet organizational needs.
* Strong problem-solving skills.
* Highly organized with excellent time management skills.
* Computer proficiency, including Microsoft Office suite of products.
* Current and valid California Driver’s License.
* Must have a strong commitment to mission, policies and goals of the tribal clinic.

**DESIRABLE QUALIFICATIONS:**

* Federal Motor Carrier Safety Administration (FMCSA) Certified Medical Examiner.
* Current ACLS and PALS certificates preferred.
* Knowledge and experience with electronic health records systems.
* Experience, competency, and/or certification in performing specific tasks required by specific agencies (e.g., Medication Assisted Therapy, etc.).
* English-Spanish bilingual skills is highly desirable.
* Willingness to receive continuing education training (some travel required).
* Native American preferred.

**LANGUAGE SKILLS:**

* Excellent written and verbal communication skills.
* Ability to read, analyze, and interpret medical information, professional journals, medical protocols, technical procedures, or government regulations.
* Ability to write reports and procedure manuals.
* Ability to effectively present information and respond to questions from managers, colleagues, patients, and the general public.

**MATHEMATICAL SKILLS:**

* Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
* Ability to compute rate, ratios, and percentages, and to draw and interpret bar graphs.

**REASONING ABILITY:**

* Ability to define problems, collect data, establish facts, and draw valid conclusions.
* Ability to interpret an extensive variety of medical information to establish and rule out medical problems and diagnoses.
* Accuracy and attention to detail is essential.

**PHYSICAL REQUIREMENTS:**

* Ability to handle a position that is physically and emotionally challenging.
* Ability to handle a high degree of stress and physical activity, including: walking, stooping, bending, lifting up to thirty (30) pounds, sitting, seeing within normal range vision correctable to 20/20, hearing within normal range, writing, and dealing with time constraints and stress.
* Ability to physically assist a patient in distress.

**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 be exposed to odors or airborne particles.
* The noise level in the work environment is usually within normal range.

**I have received, read, understood, and agree to perform the duties described in the above job description.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Employee Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Employee

Revised: 03/19