

 <p>CHATHAM ORTHOPAEDIC ASSOCIATES, P.A.</p>	<p>Job Description</p> <p>Physician Assistant</p>	<p>Effective Date: 03/01/13</p> <p>Reports To: CEO</p> <p>Revision Date/s:</p>
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I. Job Summary

Under the general direction of the Chief Executive Officer plans, evaluates and provides care to patients in conjunction with physicians. Works to continually improve the operations of the practice.

II. Essential Job Responsibilities

Acts as role model and resource person for staff; assist staff in times of crisis or emergency.

Demonstrates a commitment to improving the quality of patient care to patients.

Provides formal and informal education to staff.

Promotes customer relations; anticipates and responds to the needs of others; provides assistance in a quick and courteous manner; treats others with care and respect while maintaining privacy, confidentiality and dignity.

In conjunction with physicians and management, evaluates quality of care provided and recommends changes for improvement.

Assesses the physical and psychological status of patients by health history, physical examination and diagnostic studies.

Documents patient office history and physical, orders and other pertinent information in electronic medical record.

Documents admission history and physical examination as needed for hospital admissions

Educates patients and families about the disease process, treatment, symptom management and psychosocial response of diagnosis of cancer and related treatment.

Assists physician in surgical cases.

Performs injections and office procedures as ordered by physician.

Works effectively with others outside office; collaborates with other health agencies to ensure continuity and quality of care.

Maintains hospital privileges.

Maintains current knowledge of healthcare techniques and practices by participating in workshops, seminars and professional organizations.

Participates in administrative staff meetings as requested.

III. Other Job Responsibilities

Performs other related duties as assigned.

Maintains collaborative working relationship with all other employees

Upholds strictest confidentiality.

IV. Minimal Qualifications

Education

Masters Degree

Experience

Two to three years in orthopaedics.

Certification / License

Georgia license

V. Independent Action

Under general direction, functions independently in coordination of assigned duties. Refers to director as appropriate on clarification of practice policy and procedure.

VI. Supervisory Responsibility

None

VII. Human Relations/Customer Communications

Communicate verbally and written with employees, physicians, patients, patient family members and public as a representative of the practice.

VIII. Personal Protective Equipment

Personal Protective Equipment (PPE) is provided by practice, and must be worn when there is a reasonable risk of occupational exposure to blood or body fluids.

IX. Occupational Exposure Statement

Category I Exposure Statement: High risk for contact with blood and body fluids for this position. Use of PPE and Universal Precautions required.

X. Americans with Disability Act Statement

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with assistance of a reasonable accommodation to be determined on a case by case basis.

XI. Statement

The above statements are intended to describe the nature and level of work performed. They are not intended to be construed as an exhaustive list of all required of personnel so classified.

Review/Approvals:

Sharon Mimbs Bromley, FACHE
Chief Executive Officer

Date

As an employee in the above referenced position, I have read, understand, and agree to abide by the job description stated within.

Employee

Date