

Hutchinson Clinic
Structured Compensation - Job Description
Physician Assistant

Prepared on: 12/26/2007

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Department:	Nursing Department	Grade:	14
Reports To:	Nursing Services Supervisor	Classification:	Exempt
Supervises:	Direct: 0 Indirect: 0	Effective Date:	5/8/1997
Approved By:	Compensation Committee	Revised Date:	1/9/2004

Role:

Provides primary health care and performs selective medical services under the direction of clinic physicians.

Major Duties and Responsibilities:

(E) Essential or
(N) Nonessential

30%	Performs a complete physical exam and records findings. Establishes presumptive diagnosis.	E
15%	Obtains complete medical history and physical data on patients. Reviews patient record.	E
15%	Interprets and integrates data to determine appropriate diagnostic and therapeutic procedures needed.	E
10%	Triages patient telephone calls and provides consultation.	E
10%	Administers injections, immunizations and oral medications. Sutures wounds. Prepares written prescription orders for drugs and controlled substances.	E
5%	Performs related work as required.	N
5%	Participates in professional development activities and maintains professional affiliations.	E
5%	Instructs patient and family regarding medications and treatment instructions. Provides patient education.	E
5%	Orders appropriate laboratory and diagnostic procedures.	E

Expectations:

1. Perform a complete physical assessment and plan of treatment for all assigned patients.
2. Order appropriate medications, tests, procedures and give necessary immediate treatment.
3. Respond to patient messages before leaving daily.
4. Provide patient with information and education regarding diagnosis.
5. Maintain a professional and positive attitude.
6. Observe clinic policies and guidelines.

Knowledge and Skills:

Experience:	Two years to five years of similar or related experience.
Education:	Equivalent to a college degree and a professional certificate or a graduate degree.
Interpersonal Skills:	The ability to motivate or influence others is a material part of the job, requiring a significant level of diplomacy and trust. Obtaining cooperation (internally and/or externally) is an important part of the job.
Other Skills:	Requires full range of body motion including handling and lifting patients, manual and finger dexterity and eye-hand coordination. Requires standing and walking for prolonged periods of

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time. Occasionally lifts and carries items weighing up to 50 lbs. Requires normal visual acuity and hearing. Requires exposures to communicable disease and bodily fluids. Requires working under stress in emergency situations or working irregular hours.

This Job Description is not a complete statement of all duties and responsibilities comprising this position.

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