



Position Title:	Physician Associate
Supervision Received:	Chief Medical Officer
Supervision Exercised:	None
Department:	Clinical
Status:	Exempt
Salary Range:	\$106,000 to \$118,000

JOB SUMMARY:

To provide consistent high-quality care to patients and evaluate the needs of patients at the Olathe Community Clinic (DBA River Valley Family Health Center. The role of a non-physician provider is to evaluate and provide treatment, as well as, routine health care needs of the clinic, and as such is not limited to the specific role as described below. Nurse Practitioner will provide health care services to patients within the guidelines set forth in Colorado State Medical Board.

CHARACTERISTICS, DUTIES & RESPONSIBILITIES:

1. Embrace the mission, vision, and values of River Valley Family Health Center.
 - Provides direct patient care
 - The ability to prioritize work assignments and work independently.
 - Assesses patient health by interviewing patients; performing physical examinations; obtaining histories; developing and implementing patient management plans.
 - Documenting patient care services by charting in the electronic medical records using OLD CARTs for HPI.
 - Responding to patient cases within 48 hours.
 - Responding to orders – lab and imaging within 48 hours.
 - Performs therapeutic procedure by administering injection, suturing, casting, splinting, removal of foreign bodies, managing wounds and infections.
 - Performs evaluations and therapeutic procedures in response to life-threatening situations.
 - Completing patient encounters per expectation sheet
 - Responding to patient cases and respond to orders within 48 hours
 - Administer and/or order diagnostic tests, such as, but not limited to x-ray, electrocardiogram, and laboratory tests, and interprets test results for deviations from normal.
 - Develops and implements patient documentation such as progress notes and assist in provisions of continuity of care.
 - Participate in Peer Review activities
 - Maintaining confidentiality
 - Commissioning healthcare by liaising with medical professionals in the community and hospitals.
 - Promoting health education in conjunction with other health professionals.
 - Meeting clinical targets set by the government for specific treatments, such as child immunizations, diabetes, and preventative medicine (UDS).
 - Keeping up to date with medical developments, new drugs, treatments, and medications.

- Observing and assessing the work of medical students, physician assistant and nurse practitioner students.
- Maintaining continuing medical education (CME's) activities – Friday Lunch Meetings, Provider Meeting, and out of office CME's
- Provide patient education at medical appointments, including anticipatory guidance, information about chronic care, disease prevention, and the promotion of health maintenance.
- Collaborates with Behavioral Health Providers in cases presenting with mental health conditions.
- Following River Valley Family Health centers policy regarding chronic pain.
- Uses currently accepted methods and practices of medicine, adheres to applicable standards of care, medical ethics, policies, and protocols.
- Maintaining continuing medical education (CME's) activities – Provider evening dinner and learns and out of office CME's.
- Comply with River Valley FHC Infection Control plan which includes personally utilizing universal precautions.

2. Miscellaneous Duties as Assigned:

- Perform such other duties or projects as determined by this position's supervisor.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties requested by their supervisor.

JOB QUALIFICATIONS:

1. Education or Formal Training & Experience:

- Licensed PA-C
- 5 years' experience working in a clinic, urgent care, or hospital
- Current PA-C Certification with NCCPA
- X-Waiver Certification
- Valid medical license/DEA registration in the jurisdiction of the facilities.
- Current BLS/CPR and ACLS certification.

2. Knowledge, Skill & Abilities:

- Ability to establish and maintain effective, courteous working relationships with patients, staff team members, insurance entities and others.
- Ability to work under pressure in a fast-paced environment.
- Ability to travel to meetings outside of the service area.
- Ability to work flexible hours to meet job requirements
- Complete mandatory vaccines (Tdap, Hep A, Hep B, MMR, Varicella, and yearly flu vaccine).
- Proficient in communication technologies (Outlook email, EMR, cell phone, etc.).
- Effective organizational skills and demonstrates ability to maintain accurate notes and records.
- Previous experience with health IT systems and data reports preferred.
- Previous experience with mobilizing community resources, navigating patients through the healthcare continuum, and working with disparate populations preferred.
- Ability to be a team player. Support and assist team members. Be available to help and learn from the team. Keep an open mind to feedback and earn trust of staff and providers.
- Bilingual in Spanish is a plus.

3. Physical Requirement and Workplace Environment:

- Requires periods of standing and walking.
- Requires long periods of time sitting while on the telephone and/or doing computer work.
- Requires sufficient near vision to be able to read documents and computer screen.
- Essential to have ability to lift, carry, push and pull up to 35 pounds.
- Essential to have ability to use routine office equipment such as computer and telephone.
- Essential to have ability to stoop, kneel, bend, crouch, twist and reach.
- Essential to have ability to hear routine conversations.
- Essential to have ability to comprehend both oral and written communications.
- OSHA Classification is Category I: All procedures or other job-related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluids or tissue, or a potential for spills or splashes of these fluids.
- HIPAA Classification: Unrestricted Access: A workforce member with unrestricted access will have full access to patient's protected health information, including the patient's entire medical record, for patient care purposes.
- Regularly exposed to hazardous materials such as needle puncture, blood, and body fluids.

BENEFITS:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Disability Insurance
- 401(k) Matching
- Paid Time Off
- Employee Assistance Program

The above health, dental, and vision benefits are available by employee choice to all full-time employees after 30 days of employment effective the following first of the month. The option for the 401(k) is available after 3 months of employment. All other benefits listed are active as of the date of hire.