

 Oroville Hospital	Job Description for Physician Assistant Manager	Department:	Hospitalist Practice
		Dept. #:	Various
		Last Updated:	10/26/09

Reports To

Manager of Physicians Assistants

Job Summary

The Physician Assistant Supervisor is responsible for the supervision of the physician assistants. Duties include guidance and coverage for employees, monitoring of quality assurance measures, orientation of new employees and oversight in ongoing staff training. The goal of this position is to ensure high quality services for patients.

The Physician Assistant may only provide those medical services which he or she is competent to perform and which are consistent with the physician assistant's education, training, and experience, and which are delegated in writing by a supervising physician who is responsible for the patients cared for by the physician assistant. The committee, division or their representative may require proof or demonstration of competence from any physician assistant for any tasks, procedure or management he or she is performing. A physician assistant shall consult with a physician regarding any task, procedure or diagnostic problem which the physician assistant determines exceeds his or her level of competence or shall refer such cases to a physician.

Duties

1. Complies with personnel policies
2. Ensures a high level of quality service provided to patients
3. Responsible for adequate staffing and coverage in all assigned departments
4. Responsible for continuing staff education and training
5. Responsible for evaluation of staff performance
6. Problem situations are resolved appropriately and independently
7. Make sure that Manager of Physician Assistants and Administrative staff are informed of any unusual and significant issues that may affect patient satisfaction, timeliness of services or reimbursement of general patient flow
8. Takes action based on constructive performance evaluations
9. Maintains confidentiality when interacting with patients, families, personnel and the public
10. Supports the socialization and education of students and beginning physician assistants by serving as a role model and mentor
11. Interprets the role to the public and other health care professionals
12. Joins and participates in appropriate professional associations
13. Consults with physician supervisor as appropriate
14. Understands, integrates and uses the unique contribution of other disciplines in the delivery of health care
15. Collaborates as needed with the supervising physician and / or nursing supervisor

16. Uses principles of body mechanics in mobilizing patient or objects;
 - a. Asks for help when lifting heavy patients
17. Complies with policies for electrical safety
18. Incorporates infection control principles in practice
19. Demonstrates skills related to the management of emergency situations
20. Complies with policy for cardio – pulmonary arrest
21. Complies with policy regarding risk management;
 - a. Demonstrates appropriate use of Incident Reports
22. Demonstrates use of ambulance transfer policy
23. Has a working knowledge of location of specific policies in the P&P Manual;
 - a. Safety Manual
 - b. Infection Control Manual
 - c. Administrative Manual
 - d. MSDS Manual
 - e. Disaster Manual
 - f. Clinic Specific Manual
 - g. Patient / Family Education

Qualifications

1. Graduate of an accredited Physician Assistant Program
2. Current Licensure by the California Physician Assistant Board
3. Previous supervisory experience preferred
4. Current CPR
5. ACLS (preferred)
6. Recent / previous work experience in primary health care setting (preferred)
7. Ability to prioritize and problem solve
8. Ability to maintain sensitivity and objectivity to patients, family and significant others of all ages
9. Good oral and written communication skills
10. Analytical ability required to evaluate processes and to recommend improvements as necessary
11. Demonstrates reliability and flexibility with work schedule
12. Demonstrates excellent customer service skills

Lifting Requirements

Heavy; frequent lifting, not more than 100 pounds with help and/or carrying objects weighing up to 50 pounds.