

CLASSIFICATION: PHYSICIAN ASSISTANT

Class Code: 6935-32

Date Established: 09-17-73

Occupational Code: 7-4-3

Date of Last Revision: 1-10-14

Exempt Status: Exempt

BASIC PURPOSE: To provide comprehensive diagnostic and restorative medical services and examinations to patients and/or residents under the direction and supervision of a licensed physician.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Performs comprehensive physical examinations, diagnostic tests and assessments, and obtains additional information from patients/residents, consultants, and private physicians, in order to arrive at a diagnosis and plan of care.
- Orders, analyzes and interprets laboratory tests, X-rays, EKGs, MRIs, CTs, and EMGs.
- Prescribes, administers and modifies medications and treatments according to established protocols within scope of practice.
- Identifies, isolates, and treats patients/residents with reportable diseases and notifies proper public health care agencies.
- Performs a variety of medical procedures, to include: drawing blood; bladder scans; pulse oxymetry; starting IV's; performing catheterizations; administering injections; applying casts for simple fractures; and performing minor surgery requiring suturing.
- Coordinates the implementation of research protocols and gathers data for special studies approved by the Department.
- Compiles, prepares and presents medical case histories and clinical summaries for review by medical staff, specialists, and other clinicians to seek input on the plan of care.
- Coordinates emergency transfer of patients/residents to trauma center, discharge of patients, and aftercare with treatment teams, outside healthcare agencies, and caregivers.
- Organizes, supervises and reviews the work of subordinate professional, paraprofessional personnel engaged in patient/resident care and treatment.

DISTINGUISHING FACTORS:

Skill: Requires skill in evaluating, planning, or integrating analysis of data to formulate current and long-range solutions, strategies, or policies of a specialized or technical nature.

Knowledge: Requires expertise in a highly specialized, technical, or professional discipline to manage or create policy at a system wide administrative level.

Impact: Requires responsibility for achieving major aspects of long-range agency objectives by planning short- and long-term organizational goals, reviewing recommendations for procedural changes, and developing or revising program policies. Errors at this level result in incorrect decisions at an administrative level, and are detected subsequent to implementation in an overall evaluation process.

Supervision: Requires direct supervision of programs or of employees doing work which differs from the supervisor, including disciplining employees, solving personnel problems, recommending hiring and firing employees, and developing work methods. The supervisor in this position manages a working unit or section with responsibility for employee performance appraisal.

Working Conditions: Requires performing regular job functions in an environment which includes exposure to continuous physical elements or a number of disagreeable working conditions with frequent exposure to minor injuries or health hazards.

Physical Demands: Requires medium work, including continuous strenuous activities such as frequent reaching, bending, or lifting as well as performing work activities which require fine manual dexterity or coordination in operating machines or equipment.

Communication: Requires reviewing summaries and reports and making decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

Complexity: Requires formulating the combination of overall job functions in order to address highly diverse or novel situations requiring new concepts and imaginative approaches to a wide range of intellectual and practical problems.

Independent Action: Requires administrative decision-making in authorizing and monitoring the implementation of major departmental policies and procedures.

MINIMUM QUALIFICATIONS:

Education: Master's degree from a recognized college or university with a major study in allied health or a related field and graduation from a Physician Assistant program that is accredited by the American Medical Association's Committee on Allied Health Education and Accreditation, or by the Commission on Accreditation of Allied Health Education Programs or by its successor.

Experience: Five years' experience as a physician's assistant or equivalent experience. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Must possess certification by the New Hampshire Board of Registration in Medicine. National certification as a Physician Assistant is preferred. Must possess current Drug Enforcement Administration (DEA) certification.

RECOMMENDED WORK TRAITS: Considerable knowledge of medical and diagnostic procedures. Knowledge of scientific and therapeutic procedures as provided in hospitals, skilled nursing homes or other medical care facilities. Knowledge of pharmacology, psychopharmacology, medical assessment, medical treatment and care. Ability to conduct physical examinations and record medical case histories. Ability to conduct and interpret a variety of laboratory, diagnostic and medical tests and procedures. Ability to accurately apply medical techniques and to prescribe, administer and modify medications and treatments as authorized and directed by a licensed physician. Ability to communicate effectively. Ability to coordinate the care, discharge and transfer of patients with representatives of other disciplines and private caregivers. Ability to establish and maintain effective working relationships with health services personnel, patients and other employees. Ability to instruct professionals and paraprofessionals in procedures and other personal aspects of care, within scope of practice. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.