

ONS

Job Description Form

Position: Physician Assistant

Reports to: Dr. Michael Clain

Qualifications:

1. BA or BS degree, Masters preferred.
2. Valid Connecticut PA license.
3. Graduate of an approved PA school and has certification from the National Commission on Certification of Physician Assistants (NCCPA).
4. Holds required DEA license and Connecticut controlled substances license.
5. Minimum one year surgical experience preferred.
6. Orthopaedic and/or neurological experience preferred.
7. Ability to work well under pressure and multi-task.
8. Strong interpersonal and customer service skills.

Responsibilities:

In-Office

1. Performs and documents history and physicals of pre-operative patients. Prepares documentation for consent on admit
2. Works with coordinator in obtaining pre-op medical clearance as needed
3. Assists with post-operative checks, including wound evaluations and dressing changes.
4. Performs in-office procedures such as cast/splint placements and removals, suture removal and wound care, staple removals, and managing infection
5. Collects and/or prepares samples, such as wound cultures or joint fluid from patients for testing.
6. Administers medications, orally or by subcutaneous injection when indicated.
7. Renews medications, as needed for patients in office, phone, or electronically.
8. Orders X-rays, laboratory tests, physical therapy renewals, CT/MRI and other diagnostic tests as needed.
9. Coordinates all procedures via communication/flags to surgical coordinators via Centricity system.
10. Makes all post-operative calls to patients at home to check on status when indicated.
11. Consistently and accurately documents all calls, treatments, medications, etc. in patient chart in Centricity system as required.
12. Instructs and counsels patients regarding compliance with prescribed therapeutic regimens and patient teaching.
13. Responds to all patient questions on phone, or patient portal and documents activity in Centricity system.
14. Discuss MRI results with patients as necessary.
15. Conducts patient education during office visits and by phone as needed.
16. Participates in rotating PA on call coverage, which includes after hours phone coverage and weekend hospital rounds
17. Addresses outside faxes/emails/communications from patients as indicated.
18. Addresses call/visits to physical therapy as necessary.
19. Assists physicians in addressing urgent patient needs as necessary.
20. Assists physicians with fluoroscopic epidural injections when needed.
21. Takes and records patient's vital signs and documents results in chart.
22. Maintains clinical information with additions/corrections as needed.
23. Follows all HIPAA regulations as instructed.
24. Follows ONS' policies and procedures.
25. Performs other duties/projects as assigned

At Hospital

26. First assistant in all surgeries with attending physicians.
27. Assures all films, X-rays, MRIs, etc. are up on monitors prior to surgeries.
28. Handles all emergency room consultations and admissions.
29. Documents all history and physical information and other chart updates using the EPIC system.
30. Provides quality in-patient care including rounds, progress notes, dressing changes, and follows lab results.
31. Handles post-op orders for all cases covered.
32. Provides care with physician at orthopaedic clinic in Greenwich.
33. Coordinates discharge of patient including clinical resume and all other required documentation.
34. Coordinates with other PAs on coverage for next day.
35. Takes PA call on a rotating basis and reports to on-call physician.
36. Covers sports games for Greenwich High School teams.
37. Reports back to ONS once cases, floor work, etc. is completed.
38. Follows all HIPAA regulations as instructed.
39. Follows ONS' policies and procedures.
40. Performs other duties/projects as assigned.

ADA requirements:

Has the physical ability to perform job related duties, which may require lifting, bending, stooping, stretching, pulling and pushing.

Acknowledgement:

I have read and fully understand the job description for my position and agree to fulfill the position's requirements.

Employee's Signature

Date

Manager's Signature

Date

6/2010