

**MASON CITY CLINIC**  
**Job Description**

**Job Title:** Cardiothoracic Physician Assistant or Nurse Practitioner

**FLSA Status:** Exempt

**Job Code:**

**Employee Group:** Non-Management

**Department:** Cardiothoracic Surgery

**General Summary:**

Reports to the assigned physician, and assists in performing surgical procedures such as suturing skin, placing monitoring catheters and pacing wires, and other related duties as directed by surgeon. Ensures patient is prepared for surgery by conducting complete physical examinations and patient histories, ordering necessary support hose, and having angiogram films in the operating room. Makes rounds on patients which involves reviewing nurse's notes, laboratory data and the like in order to evaluate patient's current condition. Follows prescribed guidelines for removing pacing wires and staples after surgery. Notifies surgeon of abnormal patient conditions and performs various related duties within the office.

**Principal Duties and Responsibilities:**

1. Performs all duties under the direction and supervision of surgeons and in accordance with established policies and procedures.
2. Collects patient data for surgery by gathering patient history and conducting complete physical examinations. Enters history and physical data, pump records, discharge summaries and other data into the computer database.
3. Harvests or assists in harvesting of saphenous vein for bypass surgery.
4. Assists surgeon during distal and proximal anastomoses, placement of monitoring catheters and pacing wires, decannulation at the end of bypass surgery, closure of sternum, suturing the skin, and other related surgical duties.
5. Ensures referring physician is contacted at conclusion of case, discharge letters and summaries are dictated and sent to appropriate parties.
6. Following established guidelines, removes pleural tubes, mediastinal tubes, pacing wires and staples from patient and report abnormal conditions to appropriate physician.
7. Makes primary morning rounds, including writing notes on patient in the step-down unit, and reviews patient weight, laboratory data, nurse's notes, graphic chart, and the like to determine current evaluation of patient's condition. Notifies physician of abnormal conditions.
8. Makes afternoon and weekend rounds on appropriate patients, reviews patient condition, contacts physician to discuss concerns and performs work as noted on new physician orders.
9. Orients and helps instruct physician assistant students assigned to the supervising physician.

**Job Description**

**Cardiothoracic PA or NP**

10. Interacts with suppliers to review new products and order necessary supplies.
11. Performs various office duties as necessary such as setting up equipment and supplies for office procedures, scheduling surgical procedures, cleaning exam/procedure rooms and so forth.
12. Responds to routine patient inquiries and/or telephone calls, determines initial assessment of patient condition, and discusses evaluation with physician. Immediately confers with physician on complex and/or difficult situations.
13. Conducts pre- and post- operative teaching and instruction as necessary.
14. Participates in the call schedule as assigned.
15. Maintains knowledge of trends and developments in the field by reading appropriate articles, journals, and related material, and by attending seminars, conferences and so forth.

**Knowledge, Skills and Abilities Required:**

1. Knowledge of medical procedures, anatomy, and physiology in order to assist surgeons in performing procedures, reviewing patient data, and evaluating patient condition at a level normally acquired through completion of a bachelor's degree in medical science through an accredited physician assistant or nurse practitioner program.
2. Ability to become certified by PA or NP Board and licensed in the State of Iowa.
3. Current BLS and Mandatory Reporting certifications or ability to obtain certifications.
4. Approximately one to two years progressively responsible related work experience necessary in order to become technically proficient in reviewing patient data to evaluate current condition, to gain familiarity with Clinic and hospital environment and department and Clinic policies and procedures.
5. Interpersonal skills necessary in order to courteously and cooperatively answer routine inquiries from patients when conducting rounds, to communicate with department personnel when exchanging patient related information, and to discuss patient condition with appropriate physician.
6. Analytical skills necessary in order to review nurse's notes, laboratory data and other patient information when evaluating patient condition, reviewing medical records chart to prepare discharge summaries, and scheduling operating room procedures.
7. Ability to concentrate and pay close attention to detail for approximately eighty percent of work time when assisting in surgery and reviewing patient data.
8. Ability to lift and hold up to twenty-five pounds for approximately thirty percent of work time when assisting during surgical procedures.

**Working Conditions:**

1. Works in patient care area in which the employee is exposed to contagious diseases, infectious waste, bodily fluid for approximately sixty percent of work time. Potential for injury is limited when proper safety and health precautions are followed.
2. Work requires manual dexterity when assisting physicians in surgical procedures.
3. Work requires periods of prolonged standing during surgical procedures.

**Reporting Relationships:**

Reports to the assigned physician.

**Approvals:**

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Revised 10/96  
Updated 2/2020  
Rev 2/2022

**WORKING CONDITIONS AND PHYSICAL DEMANDS WORKSHEET**

Job Title: Cardiothoracic PA or NP  
 Date: 02/2021

Department: Cardiothoracic Surgery

**1. Physical Activities**

Activity	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
Balancing				X		
Bending				X		
Climbing		X				
Crawling	X					
Crouching				X		
Kneeling				X		
Reading						X
Sitting				X		
Squatting		X				
Standing					X	
Stooping	X					
Walking			X			

**2. Lifting and/or Pushing and Pulling**

Weight	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
0-10 pounds						X
10-20 pounds					X	
20-30 pounds				X		
30-60 pounds				X		
Over 60 pounds				X		

**3. Carrying and/or Pushing Pulling**

Weight	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
0-10 pounds						X
10-20 pounds					X	
20-30 pounds				X		
30-60 pounds			X			
Over 60 pounds			X			

**4. Visual Activity**

Level	Yes	No	Comment
Near Vision	X		
Far Vision	X		
Depth Perception	X		
Fine Discriminate Detail	X		
Color Vision	X		
Field of Vision	X		

**5. Auditory Activity**

Level	Yes	No	Comment
Distinguish Sounds		X	
Distinguish Pitch		X	
Distinguish Tone		X	
Hear Speech	X		

6. Sensory Activity (Touch & Smell)

Level	Yes	No	Comment
Distinguish Hot & Cold	X		
Distinguish Range of Temperature		X	
Distinguish Surfaces	X		
Fine Motor Skills to Grasp	X		
Manual Dexterity	X		
Detect Odors	X		
Distinguish Odors		X	

7. Verbal Activity

Level	Yes	No	Comment
Make Sounds	X		
Form Words	X		
Speak Loudly	X		
Speak Softly	X		

8. Mental Activity

Activity	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
Performing detailed tasks (bookkeeping, transcribing, etc.)						X
Subjected to interruptions						X
Subjected to changing work priorities						X

9. Hazardous Conditions

Activity	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
Exposure to marked changes in temperature & humidity				X		
Exposure to electrical shock				X		
Exposure to vapor, fumes & gases				X		
Exposure to radiation				X		
Exposure to infectious disease				X		
Driving automotive equip.	X					
Exposure to weather elements	X					

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