

MASON CITY CLINIC
Job Description

Job Title: Physician Assistant/Nurse Practitioner

FLSA Status:

Job Code:

Employee Group:

Department: Plastics

General Summary:

In accordance with state and federal law and under the direction and supervision of department physician(s) and in accordance with established policies, procedures, and protocols, provides patient care which includes but is not limited to medical examination, diagnosis, treatment, referral, and education.

Principal Duties and Responsibilities:

1. Performs all duties under the direction and supervision of physician(s) of the department and in accordance with established policies and procedures.
2. Assists physician during surgical procedures using established sterile techniques. Provides follow-up information or assistance to family and/or referral physician as needed. Writes post-op orders and gives report to recovery room personnel.
3. Assists physician in the wound clinic.
4. Assists physician during hospital rounds. This includes writing orders, completing progress notes, assessing hospital daily flow sheets and charts, dictating discharge summaries, providing assistance to patients and families, providing established instructions to patients regarding post-operative treatments, and acting as liaison to patients, hospital nursing staff, and other physicians.
5. Under direction of the physician and according to prescribed methods, performs various care-related activities within the clinic office such as removing sutures, drains, and splints. Preparing patients for exams. Maintains an adequate level of supplies, ensures equipment is operating properly and contacts appropriate party for equipment repair.
6. Elicits medical history and conducts physical exam on patients to provide health assessment and screen for abnormal conditions.
7. Responds to patient inquiries and/or telephone calls, determines initial assessment of patient condition. Immediately confers with physician on complex and/or difficult situations.
8. Performs various related duties as necessary such as escorting patients to rooms, assisting with exams and consultations, setting up equipment and supplies for office procedures, scheduling surgical procedures, cleaning exam and procedure rooms, participating on weekday or weekend call schedules as assigned and so forth.
9. Schedules return appointments, referral physician appointments, x-rays, physical therapy, and other related services.

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10. Assesses, diagnoses, and treats medical and surgical problems in accordance with department protocols and records the same for review by the supervising physician(s). In doing so performs injections, immunizations, suturing, incision and drainage of abscesses, skin biopsy, and the like.
11. Orders, performs, and interprets routine laboratory tests inclusive of but not limited to urinalysis, urine cultures, and others as indicated.
12. Orders X-rays, EKGs, and other related studies as required.
13. Consults with and/or refers patients to department physicians, other specialists and medical and community resources as necessary.
14. Administers and/or orders medications according to standard protocols.
15. Meets with sales representatives to review and discuss new products, evaluate preliminary use of new products and recommends further evaluation and/or testing to physician.
16. Orients and assists in instruction of physician assistant students, medical students, family practice residents, etc.
17. Assists with clinical research studies the office is enrolled in.
18. Assists in maintaining office accreditation.
19. Assists in performing QI/QA meetings and peer review.
20. Provides counseling, education, and instruction on cosmetic and reconstructive procedures.
21. Directs other medical personnel in the execution of patient care.
22. Admits patients to hospital or health care facility as directed by the supervising physician(s).
23. According to standard protocols, provides immediate evaluation, treatment, and institution of procedures essential to providing appropriate response to emergency medical problems.
24. Maintains patient records through documentation of all necessary information.
25. Works with the department chairperson or other assigned physician to develop policies and protocols for the PA/NP practice.
26. Reports any risk related concerns to risk management.

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27. Maintains confidentiality of patient information.
28. 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 anatomy and physiology, assessment of patient condition, pathophysiology, pharmacology, and standard treatment protocols at a level normally acquired through completion of an accredited physician assistant or nurse practitioner program.
2. Current state license.
3. ACLS certified.
4. National certification or eligible to sit for next exam.
5. Preferably one to two years work experience in order to become technically proficient in reviewing patient data to evaluate current condition and to gain familiarity with Clinic and hospital environment and Clinic policies and procedures.
6. Interpersonal skills necessary in order to answer routine inquiries from patients when conducting physical exams and instructing and/or educating about conditions and treatments, to communicate with department personnel when exchanging patient-related information, and to discuss patient condition with physicians.
7. Analytical skills necessary in order to review nurse's notes, laboratory data and other patient information when evaluating patient condition, and when reviewing medical charts.
8. Ability to concentrate and pay close attention to detail when reviewing patient data which occupies approximately fifty percent of work time.

Working Conditions:

1. Works in patient care area where there is exposure to contagious diseases, infectious waste, and bodily fluid approximately fifty percent of work time. Potential for injury is limited when proper safety and health precautions are followed.

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Reporting Relationships:

Reports to department physician(s).

Approvals:

Department Chairperson

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.