



Career Service Authority
Physician Assistant

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GENERAL STATEMENT OF CLASS DUTIES

Performs professional medical work in the examination, diagnosis, and treatment of patients according to statutory limitations and under the direction of a primary care giver physician or psychiatrist and many perform administrative support functions as required.

DISTINGUISHING CHARACTERISTICS

This classification is located at Denver Health Medical Center and is being maintained for promotional purposes.

This class performs professional medical work in the examination, diagnosis and treatment of patients according to statutory limitations, and is distinguished from and works under the direction of a primary care giver physician, who performs professional medical work in the recognized medical areas of psychiatry, pathology, pediatrics, internal medicine, family practice, or other related fields.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts are of a remedial nature involving the resolution of problems and where some degree of discretion and judgment are required in carrying out a major program and/or function of the organization.

Level of Supervision Exercised:

May be assigned supervisory or leadwork functions.

ESSENTIAL DUTIES

Performs direct patient care by examining, diagnosing, analyzing total patient health condition and developing short and long term patient care goals and prescribing treatment according to statutory limitations and under direction of a primary care giver physician or psychiatrist and/or established protocols.

Administers appropriate medications within the limits of the statutes regulated by the State Board of Medical Examiners and/or obtaining a signature from a physician or psychiatrist.

Performs comprehensive physical examinations, orders initial and/or routine laboratory test and follows up on results to provide advice to patients; orders additional extensive tests or initiate referral appointments with specialized caregivers.

Completes required documentation legibly, thoroughly and in a timely manner.

Participates as a preceptor for medical students, interns, nurse practitioners and physician assistants.

Counsels patients about health and illness and discusses preventive health measures.

May attend administrative staff meetings to present clinical concerns.

Maintains established departmental policies and procedures, quality improvement, safety, environmental and infection control standards.

Enhances professional growth and development through participation in educational programs, receiving current literature, and attending in-service meetings and workshops.

May be assigned to perform leadwork and/or involvement in clinical coordination, health station management or responsibility for special projects which may encompass protocol development, management planning, scheduling and other administrative tasks as necessary to support practice environment.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Customer Service - Works and communicates with clients and customers to satisfy their expectations. Committed to quality services.

Integrity/Honesty - Displays high standards of ethical conduct and understand the impact violating these standards on an organization, self, and others, choose an ethical course of action, are trustworthy.

Conscientiousness - Displays a high level of effort and commitment towards performing work, demonstrates responsible behavior.

Flexibility - Adapts quickly to changes.

Listening - Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

Self-Esteem - Believes in own self-worth, maintains positive view of self, and displays a professional image.

Speaking - Uses correct English grammar to organize and communicate ideas in words that are appropriate to listener and situation, uses body language appropriately.

Teamwork - Encourages and facilitates cooperation, pride, trust, and group identity, foster commitment and team spirit, works with others to achieve goals and objectives.

Memory - Recalls information that has been presented previously.

Reading - Learns from written material by determining the main idea or essential message. Recognizes correct English grammar, punctuation, and spelling.

Writing - Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

Knowledge of the principles and practices of the delivery of personal and family health care sufficient to be able to assess, diagnose, prepare long and short term patient care goals, and treat many illnesses, injuries and development problems.

Physical Demands (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Eye/Hand/Foot coordination: Performing work through using two or more.

Feeling: Perceiving attributes of objects by means of skin.

Fingering: Picking, pinching or otherwise working with fingers.

Handling: Seizing, holding, grasping, or otherwise working with hand(s)

Hearing: Perceiving the nature of sounds by the ear

Lifting: Raising or lowering an object from one level

Reaching: Extending the hand(s) and arm(s) in any direction.

Sitting: Remaining in the normal seated position.

Standing: Remaining on one's feet in an upright position.

Talking: Expressing or exchanging ideas by means of spoken words

Walking: Moving about on foot on uneven surfaces.

Lifting: Raising or lowering an object 25 - 50 pounds.

Working Environment:

Contact with patients under wide variety of circumstances

Exposed to infection from disease-bearing specimens.

Exposed to infections and contagious disease.
Exposed to patient elements
Exposed to unpleasant elements (accidents, injuries and illness)
Subject to many interruptions.

Education Requirement:

Graduation from a school providing the required curriculum in an educational program for a Physician Assistant.

Experience Requirement:

None.

Education/Experience Equivalency:

None.

Licensure and/or Certification:

Certified by the State of Colorado as a Physician Assistant at the end of the probationary period which includes registration as a Physician Extender until Certification is approved.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1995

ESTABLISHED BY:

REVISED DATE: 10/25/2009

REVISED BY: Tony Gautier

CLASS HISTORY 10/2009 - Placed spec in current format; added competency and distinguishing characteristic statements.