
POSITION: Physician Assistant (PA) / Nurse Practitioner (NP)

SPECIALTY: Orthopedic Surgery

RESPONSIBLE TO: Supervising Physician for clinical matters, and Director of Operations for administrative matters.

JOB SUMMARY: The purpose of a Physician Assistant or Nurse Practitioner is to assist the surgeons with surgical cases, assist the physicians with in-office surgical procedures, assist in the care of the Physicians' patients and fulfill the need as Physician Extenders performing selective medical services under the direction of the Physicians.

EDUCATIONAL AND CERTIFICATION REQUIREMENTS:

- High School Diploma
- College Degree
- Graduation from an accredited Physician's Assistant or Nurse Practitioner program.
- Current PA or NP Texas license
- Current DEA and DPS Prescriptive Authority for the state of Texas
- Maintains certification through required continuing medical education, licensing and testing.

QUALIFICATIONS AND EXPERIENCE:

- Experience in orthopedic field preferred.
- Experience assisting in surgical cases.
- Experience in treating patients independently in a clinic setting, under physician supervision.
- Must be computer literate with the ability to use Practice Management System, PACs, Electronic Health Record and other computerized systems utilized by the practice.
- Knowledge of the professional medical practice to give and evaluate patient care.
- Knowledge of organizational policies, regulations, and procedures to administer patient care. Ability to interpret, adapt, and apply guidelines and procedures.
- Knowledge of medical equipment and instruments to administer patient care.
- Knowledge of common safety hazards and precautions to establish a safe work environment.
- Skill in applying and modifying the principles, methods, and techniques of medicine to provide on-going patient care.
- Skill in taking medical history, assessing medical condition, and interpreting findings.

- Skill in preparing and maintaining records, writing reports, and responding to correspondence.
- Skill in establishing and maintaining effective working relationships with patients, employees, Physicians, and the public through good communication and a collaborative work style.
- High comfort level working in a diverse environment
- Ability to react calmly and effectively in emergency situations.
- Ability to demonstrate compassion and caring in dealing with others
- Ability to work in a team focused environment
- Pleasant speaking voice and demeanor
- Neat, professional appearance

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Contributes to physician's effectiveness by identifying short-term and long-range patient care issues that must be addressed; providing information and commentary pertinent to deliberations; recommending options and courses of action; implementing physician directives.
- Assesses patient health by interviewing patients; performing physical examinations; obtaining, updating, and studying medical histories.
- Determines abnormal conditions by administering or ordering diagnostic tests, such as x-rays and laboratory studies; interpreting test results.
- Administers injections, immunizations, and oral medications. Sutures wounds and provides wound care and infection management.
- Documents patient care services by charting in patient and department records via the electronic medical record system.
- Prepares written prescription orders for drugs and controlled substances.
- Interviews and advises patients regarding health and illness prevention; instructs patient and family regarding medications and treatment instructions. Provides patient education.
- Triage patient telephone calls and provides consultation.
- Assists in surgical procedures in the hospital setting, makes rounds with physician or independently, and participates in the call rotation as required by the supervising physician.
- Performs independent evaluations and treatment procedures in emergency situations.
- Provides monitoring and continuity of care between physician visits.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- Protects patients and employees by adhering to infection-control policies and protocols.
- Maintains strictest confidentiality of patient information and office business practices
- Additional responsibilities as assigned by supervising physician or department director.

PHYSICAL DEMANDS:

Requires full range of body motion to include frequent standing and walking; occasional squatting, stooping, kneeling, crouching, and occasionally lifting and carrying items weighing up to 100 pounds while managing patient care; and intermittent work at an office desk. Requires eye-hand coordination and manual and finger dexterity to perform and assist with surgical procedures, as well as to operate computer keyboard, calculator, telephone, and other office equipment as necessary. Position requires frequent viewing and typing on computers and use of the telephone. Requires vision and hearing to normal range.

MENTAL / EMOTIONAL DEMANDS:

Mental activities necessary for this position include concentration, organization, multi-tasking, problem solving, stress control, dependability, and both verbal and written communication skills. This position involves frequent contact with staff and patients. Requires working under stress in emergency situations or during irregular hours. Contact may involve dealing with angry or upset people. Interaction with others is constant and interruptive. Position requires maintaining a high degree of confidentiality.

WORK ENVIRONMENT:

Combination of medical office and exam/procedure room settings. Well-lighted, well-ventilated, adequate space. Work may also involve working in a hospital setting and operating room. Exposure to communicable diseases, medicinal preparations, and other conditions common to clinic and hospital settings. Handling of medical equipment requires caution and following safety protocols. Occasional overtime work and irregular hours may be necessary. Travel to facilities may be required.

This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills, abilities, and working conditions may change as needs evolve.