

# SKAGIT NORTHWEST ORTHOPEDICS

A DIVISION OF PROLIANCE SURGEONS, INC., P.S.

## JOB DESCRIPTION

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**JOB TITLE:** PHYSICIAN ASSISTANT  
**REPORTS TO:** PRESIDENT, ASC MEDICAL DIRECTOR AND ADMINISTRATOR  
**SUPERVISES:** MEDICAL ASSISTANT

### GENERAL SUMMARY:

The physician assistant provides patient care both the inpatient and outpatient medical and surgical services, including patient histories and physicals, treatments, medications, surgical procedures, pre-operative and post-operative care, etc. to patients, under the supervision of a licensed physician as outlined in the Principal Duties and Responsibilities below. The P.A. will also have direct reporting responsibility to the Attending Physician of the respective patients for all evaluations and other duties performed, as well as, direct reporting to the Administrator for all personnel and employment.

### PRINCIPAL DUTIES AND RESPONSIBILITIES:

#### Inpatient Wards:

1. Complete individual daily rounds on all inpatients and documentation of medical plan.
2. Participate in rounding with Attending Physician several times per week.
3. Provide routine medical management of inpatient care including ordering of diagnostic tests, labs, x-rays, medications (within the scope of the PA license) and nutrition, managing adjunctive care.
4. Participate in multidisciplinary rounds and communication of treatment plans with general surgeon physician, nursing staff, and families.
5. Conduct procedures (under direction and appropriate level of supervision of the Attending Physician).
6. Initiate appropriate emergency care in the inpatient and outpatient setting until the arrival of the supervising physician.
7. Manage discharge of patients with appropriate disposition, follow-up planning, adjunctive therapy management and education, medical records, including discharge summaries.
8. Make assessment of emergency conditions and, in conjunction with attending physician, implement management.

#### Surgery:

1. Prepare patients for surgery; including scheduling, education, positioning, skin preparation and administration of local anesthetic, IV sedation, and preparation of equipment.
2. Function as first or second assistant to surgeons during surgical procedures as needed and as directed for wide variety of surgical cases.
3. Assist with use of monitoring devices, ultrasound, and similar.
4. Performs complex surgical techniques as needed and as directed by physician.

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### Outpatient Clinics/ASC:

1. Attend outpatient clinic and participates in initial evaluation, pre-op, post-op, H&P, and other longitudinal care.
2. Obtain medical history and perform physical examination.
3. Develop and implement plan of care with attending supervising physician.
4. Complete appropriate documentation of all evaluations, care, and services rendered in the medical record in a timely manner.
5. Make appropriate referral for consultations, schedule ancillary tests/procedures as needed.
6. Provide pre-and post-operative patient education to patients and their families when appropriate.
7. Respond to telephone inquiries of patients and provide appropriate medical care, referral for consultation or counseling.
8. Communicate with referring or primary care physicians regarding patient care and treatment.
9. Provide follow-up and health maintenance care including the appropriate adjustment of medications in accordance with established protocols or in response to specific instructions from the Attending Physician.
10. Prescription of medications to accomplish the plan of treatment.

### Call Obligation:

1. Up to one week night (Mon – Thurs) call per week, exceptions to this may be made for PA vacation coverage
2. Rotating weekend call (Friday, Saturday, Sunday), including hospital rounds on Saturday  
The number of assigned weekends is dependent on the number of employed PAs

### REQUIRED QUALIFICATIONS:

- Physician Assistant Degree.
- Certification by governing professional association/organization.
- Licensure or eligible for licensing as a Physician Assistant in the State of Washington.
- Ability for hospital credentialing and privileges.
- Intermediate knowledge of and experience utilizing a personal computer.
- Intermediate word processing skills required.
- High competency in verbal communication with patients.

### SUCCESS FACTORS:

- Good organizational skills.
- Ability to manage multiple tasks in a busy clinical environment.
- Exceptional customer service skills.
- Above average oral and written communication skills.
- Demonstrated ability to work independently yet very effective team player and group supporter.

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- Ability to effectively communicate and work with physicians, residents, nurses, patients, families, staff, other health care professionals, and management.
- Ability to work with and maintain confidentiality of patient, patient account, and personnel data.
- The ability to work as a team member is necessary for this position.
- Committee to advancement of physician assisting as a career.
- Maintenance of credentialing and licensing.
- Adherence to bylaws and regulations and any others identified by physician or Proliance Surgeons, Inc.
- Seeking continuously to improve the quality of care provided by the WAPA, and American College of Surgeons, AAPA or equivalent.

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