

JORDAN HEALTH JOB DESCRIPTION

The health services that became the [Anthony L Jordan Health Corporation](#) (Jordan Health) began more than 100 years ago, in 1904. As one of the first 5 Federally Qualified Health Centers (FQHC) established in the nation, its roots are steeped in service to those who face barriers to health and health care, meeting their need for comprehensive medical, dentistry, behavioral health, and community services. Starting in northeast Rochester, NY, Jordan Health has since expanded to become a network of primary care offices and health centers serving residents living in three quadrants of [Rochester, NY](#) and in Canandaigua, N.Y.

Jordan Health is now seeking a **Physician Assistant** to provide preventative measures that protect the health and safety of patients; to strive to ensure that all health and safety standards and regulations are met in an effort to safeguard the health and well-being of patients; and to ensure access to preventative health and safety measures.

If you welcome the opportunity to apply your specialized experience and education in an environment where you can support staff whose mission is to make a difference and significantly impact our patients' quality of life, please consider our Physician Assistant opportunity.

JOB TITLE: Physician Assistant

DEPARTMENT: Family Medicine

REPORTS TO: Department Chief/Chief Medical Officer (Clinical Chief)

JOB PURPOSE: Provides patient care under the supervision of Attending Physician on staff in Family Medicine for a Federally Qualified Health Center.

MAJOR RESPONSIBILITIES

1. Provides patient care consistent with the scope of practice of the Supervising Physician. The care provided will be under the supervision of the Attending Physician with latitude for independent judgment and action. The physician Assistant will comply with all departmental written practice protocols, applicable State and Federal laws regulations.
2. Obtains history as accurately as possible using past records, patient and/or family interviews, MD's and protocols.
3. Performs physical examination using established physical assessment skills.
4. Writes progress notes and orders in accordance with department procedures as observed by Attending Physician.
5. Write orders as needed per patient condition according to departmental procedures with approval of the Attending Physician.
6. Evaluates patient's condition and initiates appropriate therapy in accordance with departmental procedures with consent of the Attending Physician.
7. Performs procedures as needed in accordance with departmental procedures and protocols, with consent of the Attending Physician.
8. RE-evaluates patients after procedures before the end of the working day or immediately when there is a change in patient condition per departmental procedures and protocols.

9. Consults Attending Physician/Consultants/Hospitalists Physicians/Chief Medical Resident/Lead PA or NP for difficult problems as needed and observed by feedback from those consulted.
10. Request consults and ancillary services at the request of the Attending and documented in the medical record.
11. Instructs and counsels patient and families in collaboration with other health team members.
12. Interprets and documents results of significant lab work and ancillary testing before the end of work Day.
13. Notifies Attending Physician of significant lab findings or results of ancillary testing before the end of the workday.
14. Orders lab work and appropriate ancillary tests as per patient's medical condition and discussion with Attending Physician.
15. Evaluation of appropriateness of lab work and cancels orders when required to avoid duplication or inappropriateness as observed by Attending Physician
16. Assesses the quality and effectiveness of nursing care on the nursing units and communicated with nursing leadership on appropriate patient care issues.
17. Delivers direct care to those patients requiring the expertise of an advanced practitioner. Serves as a consultant in improving patient care and provide resources to the nursing staff as needed.
18. Develops educational programs/resources for patient/family, community and professionals.
19. Actively participates in the development, implementation and evaluation of practice related programs. Attends Department Meetings
20. Preceptor for P.A. students and evaluates students as per program guidelines.
21. Maintains client confidence and protects operations by keeping information confidential.
22. Contributes to team effort by accomplishing related results as needed. Effectively uses technology and office resource tools to accomplish job. Maintains reliable attendance in order to be present to maintain effective relationships and keep up with position responsibilities.

The job-holder is given:

Instructions	Constantly	Frequently	Infrequently	Seldom
a. Supervision			x	
b. Instructions			x	
c. discretionary authority		x		
d. Authority over others		x		

1. The working condition of the position is: (for example, outside, a typical office setting, etc.). Frequent exposure to communicable diseases, body fluids, toxic substances, medicinal preparations, radiation and other conditions common to clinical environment may routinely be encountered.
2. Physical requirements: Physical movements and degree of mobility normally associated with the practice of primary care medicine will be performed on a repetitive basis.
- 3.

ACTIVITY	FREQUENCY			
	Constantly	Frequently	Infrequently	Seldom
Standing		x		
Walking		x		
Sitting		x		
Lifting			x	
Carrying			x	
Pushing				x

Pulling				x
Climbing				x
Balancing				
Stooping				x
Kneeling				x
Crouching				x
Crawling				x
Reaching		x		
Handling		x		
Feeling		x		
Speaking	x			
Hearing	x			
Seeing	x			
Depth Perception	x			
Color Vision	x			
Repetitive Motion	x			
Other?				

4. The mental demands for this position are: (such as, multi-tasking, ability to concentrate, balancing competing priorities, alertness, etc.)
Ability to concentrate, balancing competing priorities, alertness, high degree of analytic capabilities, excellent and persuasive interactional skills
5. The machines or equipment the jobholder is responsible for operating are: (examples: phone, fax, copier, computer, etc).
All normal office equipment for a health care setting

5. The jobholder's work is reviewed by: _____

EDUCATION AND EXPERIENCE REQUIRED: Must maintain current ACLS training. Must obtain 100 credit hours of CME every two years as per NCCPA requirements. Must meet privileging requirements for Registered Physician Assistants.
New graduates will be considered. One to two years of inpatient medicine experience is desirable, Must demonstrate excellent clinical competence, good teaching skills and the desire to learn.

LICENSES AND CERTIFICATIONS: Graduate of an AMA approved PA program and board certification by the National Commission on Certification of Physical Assistant is required. Must possess a current NYS license.

EVALUATION:

Work frequently involves a high degree of mental fatigue associated with providing good medical care.

This position requires compliance with the Center's Compliance Program, Standards of Conduct, and its written policies, procedures and protocols (collectively, the "Written Standards"). Such compliance will be an essential element considered as part of the annual performance evaluation criteria. Failure to comply with the Written Standards (which includes the failure to report any conduct or event that potentially violates legal or compliance requirements of the Written Standards) will be met by the enforcement of disciplinary action, up to and including possible termination of employment, in accordance with the Center's Compliance Program Policy and Procedure – *Addressing Instances of Non-Compliance Through Appropriate Disciplinary Actions*.

Print Name

Signature

Date