



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 722.9

Job Title: **PHYSICIAN ASSISTANT**

Pay Grade: 26

GENERAL SUMMARY:

Provides diagnostic, therapeutic, and preventive medical care in health centers as delegated and is supervised by a physician.

RESPONSIBILITIES:

- Assesses patients' physical health status; performs prescribed physical examinations and preventive health treatments.
- Requests, interprets and evaluates diagnostic tests to identify and assess patients' clinical problems and health care needs.
- Identifies patients' health status deviations; develops and implements a treatment plan; monitors the effectiveness of therapeutic interventions; consults with and/or refers patients to physicians and appropriate health care professionals.
- Interviews patients and records their health and social histories. Monitors patient records for inclusion of appropriate findings and recommendations. Participates in quality improvement activities.
- Maintains professional licensure and keeps up-to-date with recent medical developments.
- Interprets health assessment information to formulate and implement health care plans according to established policies.
- Coordinates and administers prescribed medications and therapeutic agents.
- Assists the nursing staff with teaching demonstrations; interprets proposed patient instructions.
- Participates in a patient care team in a clinic setting along with social workers, nutritionists, and personnel from other disciplines.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Master's degree (MA-PA) or Bachelor's degree (BA-PA) from a physician assistant program accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA).

CERTIFICATION/LICENSE:

Must be licensed by the State of Texas to practice as a Physician Assistant.

Certification by the National Commission of Certification of Physician Assistants (NCCPA) is required.

SPECIFICATIONS: (Continued)

EXPERIENCE:

Two (2) years of experience in a clinical setting are required.

COMPLEXITY:

Work is non-standardized, complex and varied, and requires interpretation of technical and detailed guidelines, policies and procedures in combination. Advanced analytic ability is needed to gather and interpret data where answers can be found only after detailed analysis of many facts.

IMPACT OF ACTIONS:

Errors in work could lead to major costs and problems, and could significantly affect short-term results of the City. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolutions, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are routine exposures to significant levels of heat, cold, moisture and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature, such as cuts, bruises and minor burns.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within very fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be listed in the above job description.

JOB FAMILY:

Physician Assistant

Effective: March 2012