Valley AIDS Council d/b/a Westbrook Clinic
Position Description

Job Title: Physician’s Assistant
FLSA Status: Exempt
Approved By: CEO/Executive Director
Approval Date: 11/11/2015
Department: PCMH – Medical
Reports To: PCMH/Clinical Medical Director

EMPLOYEE RISK FACTOR: 1
Performs tasks that involve exposure or potential exposure to blood, body fluids or body tissue, or other potentially contaminated materials.

SUMMARY:
The purpose of this position is to develop, administer, maintain and expand a program of primary and preventative medical care for persons of various age groups who are HIV+. They will assist in the planning of clinical and preventative programs of the agency. They will coordinate and promote medical care of HIV+ persons in the public and private sector. They will oversee and assure compliance and implementation for all Medical Policies and Procedures of Medical Department. All areas covered include Laboratory, Pharmacy, Clinical Trials, and Medical Records/Electronic Medical Records. Will work in collaboration with the Director of Client Services and Billing Manager.

SUPERVISION RECEIVED/EXERCISED:
Works under the supervision of the PCMH/Clinical Medical Director.

ESSENTIAL DUTIES & RESPONSIBILITIES:
- Provides routine patient care under the Supervision of the designated Supervising Physician at the Westbrook (Valley AIDS Council) Clinic.
- Assists physician in designing, developing and implementing protocols for the management of HIV/AIDS by physicians and other medical practitioners.
- Assist in the development, review and revision of policies and procedures for the primary medical care and treatment of agency patients. All policies and procedures must comply with the most current standards, rules and regulations (federal, state, local and professional).
- Assist in the coordination of staff continuing education as appropriate.
- Participates in professional career development activities as appropriate, necessary or required.
- Participates in the clinical supervision of clinic staff on a non-official level.
- Assist the physician in developing networks with area physicians and other health care providers to increase primary care and sub-specialty resources for HIV/AIDS patients.
- Assist the physician in providing current information to agency staff and area physicians concerning treatment of HIV/AIDS patients including medications in clinical trials stages and those newly approved for use by the general public.
- Travel when necessary to represent agency.
- Assist the physician in participating and providing technical and professional guidance to agency projects such as AETC, Clinical Trials, etc.
- Other duties as assigned
MINIMUM QUALIFICATIONS – EDUCATION & EXPERIENCE:
Graduate of an accredited PA Medical School.
Must hold and maintain current NCCPA certification.
Must hold and maintain current state License.
Must have Basic Life Support certification.
An ideal candidate would have a minimum of 2 years of experience as a PA.
Bilingual (Spanish-English) is preferred.

MINIMUM QUALIFICATIONS – KNOWLEDGE, SKILLS & ABILITIES:
The P.A. may work in any setting that is within the scope of his or her supervising physician’s practice. The supervising physician’s scope of practice shall be defined as those tasks and procedures which the supervising physician is qualified by training or expertise to perform. These include: perform complete, detailed and accurate histories, review patient records to develop comprehensive medical status reports, and order laboratory, radiological and diagnostic studies appropriate for complaint, age, race, sex, and physical condition of the patient; do complete physical examinations and record pertinent data in acceptable medical forms; make medical diagnoses and institute therapy or referrals of patients to the appropriate health care facilities, agencies, other resources of the community, or other physicians; Institute emergency measures and emergency treatment or appropriate stabilization measures in situations such as cardiac arrest, shock, hemorrhage, convulsions, poisoning, and emergency obstetric delivery; Interpret and evaluate patient data to determine patient management and treatment; provide instructions and guidance regarding medical care matters to patient; complete forms pertinent to patients’ medical records, issue diagnostic orders, which must be signed within specified time period as defined by hospital guidelines.

A responsible and mature individual with a passion for medicine. Working knowledge of Microsoft Office, specifically Outlook, Word & Excel. Must be able to work under conditions of constant interruption and be able to stay on task. Spanish language skills highly desirable. Experience in supervisory/medical director role highly desirable.

SPECIAL REQUIREMENTS/QUALIFICATIONS:
State of Texas Class “C” Driver’s License. Employee must maintain all certifications, licenses and/or registrations consistent with Westbrook Clinic policy and Texas State Law.

Ability to communicate fluently in Spanish.

Flexibility to travel, if needed.

EQUIPMENT USED:
Requires frequent use of personal computer, including word processing and spreadsheet programs; telephone, copy machine, and fax machine.

PHYSICAL DEMANDS:
A constitution to work under the rigors of delivering medical care. While performing the duties of this job, the employee is frequently required to stand, and walk for extended periods of time as well as sit and talk or listen. Vision corrected in normal range and hearing corrected in normal range.

WORKING CONDITIONS:
Work is predominantly performed in an office setting where the noise level is usually quiet. Exposure to infectious diseases; potential exposure to physical violence.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and
is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Valley AIDS Council d/b/a Westbrook Clinic is an Equal Opportunity/Affirmative Action employer, welcomes individuals from diverse backgrounds and perspectives, and believes that an inclusive and respectful environment enriches the Agency community and the employment experience of its members. Valley AIDS Council d/b/a Westbrook Clinic prohibits discrimination against individuals on the basis of race, color, national origin, religion, sex, sexual orientation, disability, age, status as a veteran or special disabled veteran, gender identity or expression, genetic information, pregnancy, childbirth or related medical conditions and any other prohibited characteristic. Please visit our website to view all Agency Policies and Workplace Postings.

Background investigations and a drug screen are required for all new hires as a condition of employment, after the job offer is made. Employment will be contingent upon Valley AIDS Council d/b/a Westbrook Clinic’s acceptance of the results of the background investigation and drug screen.

Employment with Valley AIDS Council d/b/a Westbrook Clinic will require training which may include but not limited to explicit training/discussion regarding sex and sexuality. This position may also encounter such explicit language when dealing with clients and targeted populations.

This job description has been discussed with me by my supervisor. I agree to perform these duties to the best of my abilities, and I understand that my duties may not be limited to those described above.

__________________________________ _________________
Employee Signature     Date

__________________________________ _________________
Supervisor Signature     Date

__________________________________ _________________
HR Director Signature    Date

__________________________________ _________________
CEO/Executive Director Signature  Date