

## PHYSICIAN'S ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of an assigned physician(s) and in accordance with the policies set by the applicable medical staff by-laws, an incumbent of this class provides medical care, in support of the professional medical staff, to patients either in a Neighborhood Health Center or in an in-patient service at the Westchester Medical Center. The actual scope of the functions and services provided by the incumbent are defined by the medical staff to whom the Physician's Assistant is assigned and will be determined by the level of education, training, experience and achievement of the incumbent and the needs of the service area. A registered Physician's Assistant may write prescriptions and medical orders, and administer medication in accordance with approved by-laws, regulations and procedures. When employed at the Westchester Medical Center, the medical orders and prescriptions must be countersigned in every case by the attending physician within twenty-four (24) hours. Supervision is not a regular responsibility of this class. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Provides patients with medical assistance and counseling on health related problems as directed by the attending Physician;

Takes and records or reviews and interprets the patient's medical and social history;

Obtains appropriate consent from patients prior to performing procedures;

Performs physical examinations and assessment;

Obtains samples and specimens for appropriate laboratory analysis, and reviews results;

Makes diagnoses and prescribes therapeutic regimens;

Provides first-aid; and performs minor surgical procedures, treatment services, and other medical support roles under the supervision of a physician;

Screens walk-in patients to assess need for immediate care or referral to other health personnel;

Administers medication and drugs in accordance with established policies and procedures;

Conducts follow-up examinations of patients;

Writes orders for diagnostic studies, medications, and referrals to specialists;

Documents patients charts and maintains detailed records of patient treatment;

Performs related duties as assigned by the medical staff;

EXAMPLES OF WORK: (Con't)

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of clinical medicine; good knowledge of medical therapeutic practices; ability to make accurate medical diagnosis; ability to work well with physicians and other health professionals; ability to communicate well with and relate well to patients; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; good judgment; integrity; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: At time of temporary appointment, must possess a valid limited permit\* as a Physician's Assistant or as a Specialist's Assistant, issued by the New York State Department of Education. At time of permanent appointment, must possess a valid license and current registration as either a Physician's Assistant or as a Specialist's Assistant, issued by the New York State Department of Education.

\*SPECIAL NOTE: Limited permits are issued for one year and may be renewed for one additional year. Candidates who fail to pass the credentialing examination within the maximum two year period may not practice as a Physician's Assistant beyond the expiration date of the renewed limited permit.