



JOB DESCRIPTION

JOB TITLE:	Physician Assistant/Nurse Practitioner
EXEMPT:	Yes
REPORTS TO:	Medical Director

JOB SUMMARY: The PA/NP will oversee the Urgent Care operations of the organization to include patient care, growth, community outreach and physician support for urgent post-operative care.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following as well as other duties and responsibilities that may be assigned:

- Lead in the development of our Urgent Care facility in accordance with all local, state, and national laws and regulations, as well as licensing and insurance certification
- Primary promoter of Urgent Care services to include; marketing, community outreach, partnership with local schools and athletic teams
- Oversee clinical and administrative operations in conjunction with Administrative Team to include; development of protocols, scheduling and staffing
- Primary treater for all patients entering the Urgent Care facility; assess, diagnose and treat within scope of practice; evaluate for transfer of care to appropriate specialty
- Performs patient examinations, orders and interprets X-Ray, MRI and laboratory testing
- Perform fracture care to include casting and splinting, laceration repairs and minor surgical procedures within scope of care
- Updates treatment plan and re-evaluates patients as needed to ensure optimal outcome
- Records patients' treatment, response, and progress within company's documentation format.
- Completes documentation requirements and billing procedures in a timely manner per policy
- Develop relationships with outside facilities and referring physicians
- Updates job knowledge by participating in educational opportunities, reading professional publications, maintaining professional networks and participating in professional organizations
- Other duties as assigned by the Medical Director

GENERAL RESPONSIBILITIES:

- Performs all duties and responsibilities in a customer service, efficient, team-oriented manner
- Establishes and maintains effective channels of communication and a professional relationship with patients, physicians, co-workers, contractors and outside facilities
- Uses equipment and materials in a safe and acceptable manner, follows established safety procedures, uses appropriate safeguards and observes common sense rules of safety in all on-the-job activities
- Conducts self in manner reflecting credit on the company, and encourages others to do the same
- Observes strict patient confidentiality in dealing with patients

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- Required: Graduate of accredited Physician Assistant/Nurse Practitioner school; CA Physician Assistant/Nurse Practitioner licensure or has applied for CA state licensure; Current CPR/First Aid Certification
- Current DEA Licensure
- Preferred: 2+ years of experience in an outpatient orthopedic clinic

LANGUAGE SKILLS:

- Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to physicians, patients, vendors, management, and other employees.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions and decimals

REASONING ABILITY:

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES:

- Must be computer literate
- Must be well organized and possess excellent telephone communication skills
- Must be detail oriented, conscientious and able to follow through
- Working knowledge of medical terminology, a plus
- Working knowledge of efficient filing systems, office machines and equipment
- Must be able to adjust tasks in accordance with changing deadlines, emergency calls and priorities
- Must be able to complete tasks and meet deadlines

PHYSICAL DEMANDS: physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear.
- Employee is regularly required to use hands and fingers for typing and filing. The employee is frequently required to reach with hands and arms and occasionally required to stand, walk, stoop, kneel, crouch or crawl.
- Employee may lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee sometimes works near moving mechanical parts and is occasionally exposed to the risk of electric shock.
- Noise level in the work environment is moderate to loud.
- Stress level in the work environment is moderate to high.

Signature of Approval

Medical Director
Monterey Spine & Joint

ACKNOWLEDGEMENT & RECEIPT

I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description.

Employee Signature

Date

Updated 09/27/2019