ASHEVILLE, NORTH CAROLINA

Classification Specification

Physician Assistant
Job Code: 3575
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to provide primary health care to City employees at the employee health clinic.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Provides primary health care to City employees, including acute care, medication refills, and chronic care management: evaluates, diagnoses, and treats physical and mental health issues; performs patient assessments and physical examinations; orders laboratory testing and imaging; interprets patient information, examinations, and test results to form diagnosis; utilizes all data and findings to formulate treatment plans; prescribes medications, disease/injury care and management, further testing, referral to other health care providers, and other medical interventions in accordance with established protocols for scope of service and health care best practices; and counsels and educates clients.

Provides health care to employees injured at work: evaluates, diagnoses, and treats injuries covered by worker's compensation; performs patient assessments and physical examinations; orders laboratory testing, imaging and referral to other health care providers, as needed; determines appropriate work duties to be performed while injured or recovering from injury; documents occupational injuries and exposures and submits the same to Risk

Department and worker's compensation third party administrator; and receives, responds to, and documents related questions from employees, other City departments, and other providers.

Performs pre-hire qualifying physical examinations for Police Department, Fire Department, and Commercial Driver's License (CDL) operators: performs physical examinations and fitness testing in accordance with established local, state, and federal guidelines according to applicant area of assignment; and qualifies or disqualifies applicants.

Performs return to work evaluations and clearances: evaluates employees returning to work from illness, surgery, accident, or absence; performs physical examinations; evaluates results of exam, lab testing, and imaging; and determines employee ability to return to regular work duties.

Provides medical and occupational information and guidance to City departments: receives and responds to questions regarding bloodborne pathogen exposures, air quality issues, evaluation of worksite injuries, environmental and disease exposures, etc.; conducts research; consults with Centers for Disease Control, County Health Department, infectious disease experts at local hospitals, or others as needed; provides department staff with information, protocols, best practices, and follow up care requirements; and counsels employees, reviews labs, and prescribes medications, as needed.

Completes accurate and timely documentation of patient medical records: enters, updates, and maintains data in computerized medical records systems; logs, tracks, or maintains patient health records; reviews and/or approves labs, orders, referrals, notes from other providers, etc.; and prepares and submits related reports and documentation, as requested or required.

Performs related duties in support of clinic operations: provides lead guidance and direction to, and reviews and approves the diagnosis, treatment, and orders of, nursing or other clinic staff; coordinates with medical records management software vendor regarding system functionality and utilization, troubleshooting and training opportunities; provides training and education regarding a variety of health, wellness, fitness, prevention and related issues to City departments and employees.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures related to patient medical care: maintains an awareness of new equipment, procedures, trends and advances in the profession; participates in continuing education activities; and attends training and certification classes, workshops and seminars as appropriate to maintain required certifications and licensures.

Communicates with supervisor, City employees, third party administrators, vendors, other health care providers, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, medical records, x-rays and imaging, lab reports, referral notes, procedure notes, presentations, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Operates and utilizes various medical and physician tools and equipment, such as vital signs machine, Vital sign machine audio booth, spirometry machine, CLIA-waived machines, ophthalmoscope, otoscope, laceration kit, scalpel, EKG machine, or other tools and equipment.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Master's Degree in Physician Assistant Practice or a closely related field required; supplemented by five years of experience in providing medical care in a clinic setting; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Must possess and maintain a valid Physician Assistant license from the North Carolina Medical Board.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to provide advanced professional level counseling and medical treatment to others that typically requires an advanced degree in a specific field.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment and machinery, requiring the monitoring, adjustment, regulation, and/or setting of multiple conditions.

Verbal Aptitude: Requires the ability to utilize synthesis data and information, as well as reference, descriptive, design, advisory, and consulting data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance:

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

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Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as odors, machinery, bright/dim lights, disease, pathogenic substances, or rude/irate customers.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.