



Community Health Alliance of Pasadena (ChapCare) Job Description

Title: Physician Assistant
Department: Medical
Reports To: Medical Director/CMO
Directs: Medical Assistants
EEOC: Professional
FLSA Status: Exempt

Summary

The Physician Assistant (PA) is a member of the interdisciplinary health care team, which functions in order to meet the objectives of the ChapCare program. The PA, under a physician's direction and by written protocols, will be responsible administratively to and will receive clinical direction and supervision from the Medical Director.

ChapCare's Expectations of all Employees

- Adheres to all ChapCare's Policies and Procedures
- Conducts self in a manner that represents ChapCare's core values at all times
- Maintains a positive and respectful attitude with all work-related contacts
- Communicates regularly with her/his immediate supervisor about Departmental and ChapCare concerns
- Consistently reports to work prepared to perform the duties of the position
- Meets productivity standards and performs duties as workload necessitates

Essential Duties and Responsibilities

- Elicits patient medical and social history, performs a review of systems, initiates lab and radiological tests and studies, provides health teaching and counseling, monitors and manages stabilized chronic conditions, reviews chart findings and exercises of services in accordance with established NECC management, CHDP, State Office of Family Planning, LA Regional Family Planning Council and other medical standards and guidelines. Additionally, may perform simple laboratory tests such as wet mounts. With appropriate training, prescribes and dispenses packaged, pre-labeled medications under protocol, refers and follows up on patients in accordance with established protocols and procedures.
- Consults with other members of the health care team regarding individual needs of specific patients, provides support for recommended actions and refers patients to appropriate clinic and/or community resources.
- Supervises the Medical Assistants, Community Health Worker and/or other staff or personnel providing patient care and assumes responsibility for daily clinic management.
- Participates in case management meetings and staff meetings.



- In concert with other members of the health care team, provides patient and community education classes.
- Assists in the provision of in-service training of all clinical, volunteer and other personnel.
- Assists in data collection for evaluation and research purposes.
- Completes necessary billing forms.
- Participates in NECC advisory committee.
- Contributes to program planning, evaluation, report preparation and development of articles.
- Performs other tasks as required or as assigned by the Medical Director.

Qualifications

- Graduation from an accredited program for Physician Assistants.
- CA licensed as Physician Assistant.
- Valid CA “Class 3” Driver License.
- Must have the ability to pass a pre-employment physical examination.
- Bilingual Spanish preferred.

Physical Demands/Working Conditions

The 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 may be required to drive to all ChapCare facilities as needed. The ability to sit for extended periods of time. The employee must occasionally lift and/or move up to 25 pounds.

Travel, generally within the Greater San Gabriel Valley and/or Greater Los Angeles, may be required on an occasional basis.