



Salina Family Healthcare Center
A Federally Qualified Community Health Center

651 E. Prescott, Salina, KS 67401
Medical Center ~ (785) 825-7251
Dental Center ~ (785) 826-9017

Position: Physician Assistant
Reports to: Chief Medical Officer
Job Classification: Full-Time; 40 hours/week
FLSA: Exempt

Job Description: This is a full-time position requiring an average of 20 encounters/visits per day. The Physician Assistant (PA) must provide patient-centered comprehensive, quality healthcare by performing evaluative, diagnostic and therapeutic functions under the direction of a licensed physician and his/her protocols. The PA will be responsible for providing primary care to his/her own panel of patients. The position calls for sound, quick decisions in patient related matters. In accordance with HIPAA regulations, this position requires full access to Protected Health Information (PHI). Such disclosure is necessary to perform the requirements of the job. Confidentiality of PHI must be maintained.

Qualifications:

- Valid Kansas Physician Assistant License;
- At least two (2) years experience.

Performance Requirements: The ability to document an electronic medical record by corresponding with other medical staff using proficient grammar, spelling and punctuation. Excellent verbal and written communication is required. Considerable interpersonal skills and judgment must be demonstrated in all interactions with external entities and to coordinate patient care.

Requires hand/eye coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone and scanner as well as clinical equipment. Requires normal range of motion, hearing and eyesight to record, prepare and communicate appropriately with patients. This position may require occasionally lifting and/or moving up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job duties include, but are not limited to:

Patient Care:

- Integrates SFHC's mission into all aspects of clinical care;
- Works collaboratively with the clinical team to promote continuity of patient care;

- Teaches and counsels patients;
- Serves as a consultant and resource;
- Performs development screenings on children;
- Performs PAP smears;
- Participates in periodic evaluations of services rendered;
- Orders and may collect urine &/or stool samples, cultures and other biomedical specimens;
- Orders hearing tests and tympanometry;
- Determines visual fields and vision testing;
- Orders EKG's;
- Apply and remove splints and casts;
- Remove superficial foreign bodies;
- Orders and may administer medications, injections, immunizations and intradermal tests;
- Orders X-Ray's and laboratory procedures;
- Orders IV fluids;
- Orders consults;
- Assists in office-based procedures;
- Identify patients who may require inpatient care and notify supervising physician;
- Trims ingrown toenails;
- Repairs lacerations;
- Perform life saving procedures during life threatening situations;
- Documents in patient records;
- Works collaboratively with other medical staff;
- Participates in resident/faculty meetings as requested;
- Other duties as assigned.

Employee Signature: _____ Date: _____

CMO Signature: _____ Date: _____