

	<b>Job Title:</b>	<b>Physician Assistant</b>
	<b>Classification:</b>	<b>Exempt</b>
	<b>Original Effective Date:</b>	<b>08/01/2023</b>
	<b>Revision Dates:</b>	
	<b>Job Code:</b>	<b># MD51.NY</b>

- I. **SUMMARY/OBJECTIVE:** Provide appropriate quality medical care to patients in the assigned work facility in accordance with the Company's policies and procedures, established medical standards, and applicable scope of practice limitations.
- II. **REPORTS TO:** Facility Medical Director, and, administratively, to the Health Services Administrator
- III. **SUPERVISES:** Not applicable.
- IV. **QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS:**
  - i. Proof of a valid medical license from the state of your assigned facility.
  - ii. Proof of graduation from an accredited program applicable to this job title.
  - iii. Must register and maintain a current DEA number.
- V. **COMPETENCY REQUIREMENTS:**
  - i. Effective communication skills, both written and verbal.
  - ii. Knowledge and skills related to medical professional health care.
  - iii. The ability to collaborate effectively as part of an interdisciplinary team.
  - iv. Ability to use an electronic medical record.
  - v. Adherence to ethical and professional standards.

**VI. DUTIES AND RESPONSIBILITIES (\* indicates an essential function):**

This job description is not designed to cover or contain a comprehensive listing of duties, responsibilities, or activities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice. You may be asked by your supervisor or manager to perform other duties.

- i. \* Responsible for the clinical monitoring, coordination and implementation of the overall health care program in accordance with Company policies and procedures.
- ii. \* Performs physical examinations according to Company policies and procedures.
- iii. \* Provides follow-up care for chronic medical conditions.
- iv. \* Provides medical services to the patient population utilizing current standards of medical practice.
- v. \* Visits and provides medical treatment to confined patients, when necessary (restricted housing/behavioral units).
- vi. \* Available for consultation and/or emergency medical coverage twenty-four (24) hours per day, seven (7) days per week. Coverage may be on a rotation basis with other Company providers.
- vii. Consults with the Facility Medical Director and other medical specialists to seek advice and expertise in their respective areas, as clinically indicated.
- viii. Refers patients presenting with clinical complications outside of his/her scope to the Facility Medical Director for further evaluation and treatment or transport to the emergency room, when appropriate.
- ix. Provides consultation to all professionals (clinicians and nurses) within the unit.
- x. Oversees and supervises all clinical services provided, under the direction of the Facility Medical Director.
- xi. Follows Company Drug Formulary as clinically appropriate.
- xii. Ensures appropriate medical entries are made for each patient contact on the day of encounter.
- xiii. When clinically indicated, recommends community medical resources to arrange for the provision of hospitalization, specialty consult services, ancillary treatment, diagnostic evaluation and other sources required which are beyond the scope of facility capabilities.

- xiv. Monitors community hospital placements to ensure appropriateness of admission, length of stay and follow up care required. These reviews are focused on ensuring the hospitalization is to the maximum benefit of the patient.
- xv. Provides technical assistance and clinical input with regard to medical department operations to the facility administration.
- xvi. Works collaboratively, if requested, with contracted pharmacy to evaluate and approve all medications and other medicinal preparations, which comprise the facility formulary.
- xvii. In collaboration with the Facility Medical Director, HSA and nursing supervisory staff, reviews and provides input into performance of nursing staff.
- xviii. Establishes and monitors standards of care provided by providers and nursing staff in accordance with applicable medical standards. The applications of these standards are to form the basis for Quality Assurance criteria.
- xix. Participates in the Quality Assurance program and functions as an active member for that committee and any sub-committees. Assists in the establishment of Quality Assurance standards and audit criteria.
- xx. Serves as a member of various committees within the medical unit and facility as necessary.
- xxi. Maintains confidentiality at all times.
- xxii. Assists with the orientation of newly hired Company clinicians, when necessary.
- xxiii. Perform all other duties as assigned or delegated by management.

## **VII. PHYSICAL REQUIREMENTS:**

Individuals with disabilities which make them unable to meet the physical requirements or perform the duties and responsibilities as listed above will still be considered fully qualified if they can perform the essential functions of the job with a reasonable accommodation.

- i. \* Must be able to push/pull/lift a minimum of twenty-five (25) pounds.
- ii. \* Must be able to timely respond to emergency situations throughout the correctional facility and be able to perform lifesaving measures, such as CPR, on patients in either a standing, kneeling, or bent position for at least twenty (20) minutes.
- iii. \* Flexibility in work schedule is required as is temporary flexibility in work location(s).

- iv. Prolonged periods of standing and/or walking.
- v. Prolonged periods of sitting at a desk and working at a computer.

VIII. **EMPLOYER'S RIGHTS:** This job description is not a contract for employment and either you or the Company may terminate employment at any time, for any reason.

I have received and read the job description and understand the scope of the duties and responsibilities.

---

Employee's Printed Name

---

Employee's Signature

---

Date