

## **THE CHILDREN'S HOME**

**Position:** Physician Assistant

**Responsible To:** Medical Director

**Position Purpose:** Provides primary and psychiatric medical care, as well as other clinical and managerial duties, with the direction of a physician.

**Status:** Exempt

**Qualifications:**

1. Graduation from an accredited physician assistant educational program
2. Holds an active license to practice in North Carolina as a Physicians Assistant
3. Minimum of 3 years experience primary care experience with families and children
4. Demonstrated ability to use sound discretion and independent judgment in developing and implementing decisions.
5. Experience with psychiatric care preferred
6. Demonstrated knowledge of cultural issues that can affect treatment.
7. Able to operate well in crisis situations.
8. Able to work well with others within a team structure and is flexible in the work setting.
9. Effective written and verbal communication skills; proficiency in basic computer and word processing skills.
10. Has a valid North Carolina driver's license.
11. Physical adeptness to perform all job duties, including use of physical restraints.
12. Agrees with and adheres to the General Principles and Qualifications, Section #401, in the Personnel Policies of The Children's Home.

**Job Responsibilities:**

### **TECHNICAL KNOWLEDGE**

1. Provides primary or specialty medical care with the cognizance or supervision of a physician.
2. Obtains and evaluates medical histories, performs physical examinations, performs therapeutic and diagnostic procedures, and orders laboratory studies, radiographs, electrocardiograms, and other special examinations
3. Provides services by collecting data required for diagnosis and performing procedures and services.
4. Collects specimens for pathologic examination.
5. Records physical findings, analyzes and interprets data and formulates plan and prognosis, based on patient's condition.

6. Counsels patients on medical problems, use of drugs, expected effects of treatment, family planning, child care, diet, and other therapeutic health maintenance matters.
7. In emergency situations, administers lifesaving procedures and medications pending availability of physician.
8. Coordinates patient care with other members of the treatment team. Initiates consultation requests to other health professionals to provide more comprehensive client management.
9. Instructs other members of the treatment team on preventive medicine programs and other appropriate medical activities and functions, or as directed by a physician.
10. Provides timely medical support (where appropriate) to monitor individualized therapeutic interventions designed to assist the client in accomplishing his/her goals, including but not limited to the use of physical restraint.
11. May participate in patient rounds as instructed by the Medical Director.
12. Collaborate with and respond to inquiries from referring physicians, treatment facilities, psychiatrists, TCH staff as well as clients and their families regarding the diagnosis and treatment of medical and psychiatric conditions.
1. In collaboration with the Medical Director, the PA is responsible for facilitating and effectively leading the Lead Med Tech meetings.

### **CULTURAL AWARENESS**

13. Ensure the provision of culturally sensitive services by demonstrating knowledge of cultural issues that affect the populations being served.

### **ANALYTICAL SKILLS**

14. Identify effective ways to work with specific individuals, families and groups.
15. Actively problem-solve and seek help regarding systems issues that affect the client.

### **DECISION-MAKING SKILLS**

16. Use sound judgment in developing and implementing decisions; always making decisions in collaboration with clients/families and other professionals.
17. Provide age appropriate structure and respectful responses to clients/families under stress, resolving conflicts in a non-violent manner.
18. Make sound decisions in crisis situations.
19. Show good judgment related to work performance and ethical standards.

### **INTERPERSONAL SKILLS**

20. Participate regularly in treatment meetings and other staffings, as needed.

21. Contribute as a team member and model appropriately responsible, caring, and invested behavior
  - a. for clients and other staff.
22. Establish therapeutic connections with clients and their families using a systems and strength-based perspective that is appropriately individualized.

### **COMMUNICATION SKILLS**

23. Demonstrate effective written and verbal communication skills.
24. Demonstrate active listening and communicating support to client/families
25. Use communication that is age appropriate and culturally relevant.

### **26. DOCUMENTATION SKILLS**

27. Makes entries in clients permanent medical records. Provide accurate and clear documentation of services provided, interventions used, and client progress; ensure that the documentation adheres to licensing, accreditation, and agency standards.
28. Submits documentation in a timely fashion.

### **29. QUALITY IMPROVEMENT**

30. Ensure the provision of quality services through participation in The Children's Home's Continuous Quality Improvement (CQI) process.
31. Ensure compliance with all applicable standards of practice.
32. Actively promote the mission, values and purpose of The Children's Home.

### **PHYSICAL DEMANDS Medium**

Position involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 20 pounds.

Frequent walking, standing, and sitting

Frequent reaching and/or grasping using hands and/or arms.

Frequent use of hands requiring dexterity in using the telephone, computer keyboard, or other objects.

Visual ability including distance, peripheral and depth perception.

Ability to drive

Regularly required to talk and hear.

Ability to spend long periods of time standing, bending, stooping, and walking around the facility while supervising and/or participating in the activities and assisting in the movement of the residents.

Accompany residents on field trips requiring the physical stamina to walk a least a mile.

Able to climb stairs repeatedly.

Job requires physical stamina; agility required to manage young, active clients.

Must be able to perform restraints

The above list is not all-inclusive. Other responsibilities may become necessary in the course of working routines and therefore be required.

I have received and read this job description. I understand these responsibilities and am ready to fulfill them to the best of my abilities.

\_\_\_\_\_  
Employee Signature  
Authorized by:

\_\_\_\_\_  
Date

\_\_\_\_\_  
TCH Representative Signature

\_\_\_\_\_  
Date

The Children's Home  
Physician Assistant