



**JOB TITLE:** PHYSICIAN ASSISTANT

**REPORTS TO:** Medical Director

**DATED:** Revised June 2016

**SALARY:** DOE, Exempt

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**POSITION SUMMARY:**

Responsible for ensuring that quality primary health care services are delivered and documented in accordance with KCHC policies and procedures, state and federal regulations, and professional standards of practice as detailed in the employment agreement.

**ESSENTIAL JOB FUNCTIONS:**

**A. JOB DUTIES**

1. Fulfills the duties and responsibilities of a medical provider by delivering clinical care to health center patients in accordance with current standards of care, KCHC policies and procedures, and as detailed in the employment agreement.
2. Maintains current knowledge and abides by all applicable State, Federal, and local laws and regulations governing the practice of a Physician Assistant in the State of Alaska.
3. Maintains current, accurate, and legible documentation for all patient visits in the patients' medical record.
4. Cooperates with the Medical Director and the Clinical Director to facilitate regular chart reviews and quality assurance activities.
5. Participates in patient education and health promotion efforts to help increase community awareness of the health center's services and healthy lifestyles and activities.
6. Functions efficiently as a member of the KCHC healthcare provider team, willing to adjust work schedules to accommodate KCHC's business needs, and to facilitate other providers schedule requests.
7. Other duties as assigned by the Medical Director

**B. ESSENTIAL JOB FUNCTIONS**

1. Provides care to patients as allowed under Alaska law and within the scope and practice of KCHC.
2. Provides appropriate care to patients, abiding by standards of care and KCHC Clinical Protocols.
3. Actively acquires medical knowledge and skills in areas pertinent to our patient population, including attending CME opportunities directly related to KCHC clinical practices.
4. Maintains knowledge of current professional standards of assessment and treatment.
5. Maintains knowledge of and adherence to mandated ethical standards of professional behavior.
6. Obtains appropriate consultation and supervision of procedures for patient care.
7. Works cooperatively and positively with all internal staff and ancillary agencies.

8. Completes required documentation of services in a timely manner.
9. Participates in ongoing community education, including but not limited to newspaper articles, presentations panel discussions, and public service announcements.
10. Attends weekly provider meetings when available.
11. Participates in peer review processes.
12. Participates in group processes as determined by Medical Director.
13. Performs chart review as directed by Medical Director.
14. Actively corrects any quality deficits found on Quality Improvement reviews.
15. Other related duties as assigned by the Medical Director.

**C. MISSION STATEMENT**

KCHC’s Mission is: *To provide high quality, comprehensive primary and preventive health care services.*

Employee upholds and supports our mission statement by demonstrating the Employee Behavior Expectations as outlined below.

**D. EMPLOYEE BEHAVIORAL EXPECTATIONS**

**KCHC is a place where kindness and respect are our guiding principles. The following behaviors demonstrate our commitment to honoring those principles in our everyday work lives.**

**As a KCHC employee, I pledge to:**

1. **Appearance:**
  - a. Maintain a professional personal appearance and abiding by the dress code at all times while working for and representing KCHC
  - b. Demonstrate a positive affect
2. **Attitude:**
  - a. Acknowledge clients, and maintain appropriate eye contact
  - b. Always be welcoming, kind, courteous, respectful and helpful to clients and co-workers alike
  - c. Express gratitude often
3. **Respect:**
  - a. Always treat patients as if they were treasured family members
  - b. Always treat colleagues in a respectful manner
  - c. Celebrate and respect diversity in culture, life style, points of view, and belief systems
4. **Ownership/Accountability:**
  - a. As an integral member of the KCHC Healthcare Team, act as a leader of the primary care team in the provision of health services to individuals, families, and/or their communities. Work collaboratively with patients and their caregivers—to the extent preferred by each patient—to accomplish shared goals within and across settings to achieve coordinated, high-quality care. Provide ongoing guidance, support, and education to other members of the KCHC Healthcare Team as it pertains to ensuring effective, quality primary care for KCHC patients and their families
  - b. Act as an ambassador representing KCHC
  - c. Anticipate and consistently exceed customer/patient needs and expectations
  - d. Understand and willingly accept all appropriate job responsibilities
  - e. Demonstrate a proactive, positive approach to problem solving
5. **Communication:**
  - a. Always acknowledge patients and their family members using their preferred names
  - b. Keep patients and their families fully informed throughout their visit
  - c. Always maintain patient confidentiality and respect patient and co-worker privacy
  - d. Utilize kind and respectful telephone and email communication

- e. Demonstrate positive and proactive communication skills including active listening.
- f. To speak respectfully, complain rarely, and actively participate in finding solutions that benefit everyone involved!
- g. To recognize and celebrate random acts of kindness

**E. ESSENTIAL JOB QUALIFICATIONS**

**(Any equivalent combination of knowledge, skills, abilities, education, and experience)**

1. **Education:** Bachelor's and/or Master's degree in a health-related field from an accredited university with advanced training as a Physician Assistant.
2. **Experience:** A minimum of one year experience providing direct patient care is required.
3. **Licensure/Certification:** Must have and maintain a current license as a Physician Assistant in the state of Alaska and National Board Certification as a Physician Assistant. Must possess current BLS certification upon hire or obtain one within 6 months of date of hire.
4. **Other Qualifications:** Effective communication skills, written and verbal, are required. Must be capable of establishing and maintaining a good working relationship with health center management and other members of the health care team.
5. **Attendance:** Regular attendance is expected and required of this position.
6. **English Language:** Must be able to read, write, and speak English.

**IN AN 8 HOUR WORKDAY, THIS JOB REQUIRES:**

<b>N = NEVER</b>	<b>(0 hours per day)</b>
<b>R = RARELY</b>	<b>(less than 1/2 hours per day)</b>
<b>O = OCCASIONALLY</b>	<b>(1/2 to 2.5 hours per day)</b>
<b>F = FREQUENTLY</b>	<b>(2.5 to 5.5 hours per day)</b>
<b>C = CONTINUALLY</b>	<b>(5.5 to 8 hours per day)</b>

**WORKING  
CONDITIONS/ENVIRONMENT**

I. LIFTING/CARRYING (Amount of force exerted to lift and/or carry)	
1 - 10 lbs.	F
11 - 20 lbs.	R
21 - 35 lbs.	R
36 - 50 lbs.	N
51 - 75 lbs.	N
76 - 100 lbs.	N

II. PUSHING/PULLING (Amount of force exerted to push and/or pull)	
1 - 10 lbs.	F
11 - 20 lbs.	R
21 - 35 lbs.	N
36 - 50 lbs.	N
51 - 75 lbs.	N
76 - 100 lbs.	N

III. POSTURES/MOVEMENTS	
Sitting	C
Standing	O
Walking	O
Stooping, kneeling, crouching and/or crawling	R
Reaching and /or grasping	O
Hand/finger dexterity	C
Climbing and/or balancing	N
Carrying, pushing and/or pulling	R

IV. COGNITIVE/SENSITIVE	
Talking	C
Hearing	C
Sight (Addendum: acuity, color blindness)	C
Smelling/tasting	R

**OCCUPATIONAL ASPECTS**

A. WORK ENVIRONMENT	
Working Inside	C
Working Outside	N
Changing Temperatures	N
Wet/Humid Conditions	N
Areas of dust, odors, mist, gases or other airborne matter	N
Mechanical, electrical and/or other hazards	N
Confined Spaces	N

B. OTHER ASPECTS	
Infectious Agents	O
Chemicals	R

C. Special Equipment/Clothing	
Special Equipment or Clothing	O

The above is intended to describe the general content of, and requirements for, the performance of this job. It is not intended to be construed as an exhaustive statement of duties, responsibilities or requirements

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This Job Description reflects Kodiak Community Health Center’s best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

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Employee Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_