



**Physician Assistant (PA)  
JOB DESCRIPTION**

Position Title: Physician Assistant (PA) Exemption Status: Non-Exempt  
Department: Lake Almanor Clinic Reports to: Chief Executive Officer (CEO)  
Last Update: September 2023

**Summary**

The Physician Assistant (PA) will be responsible for examining patients, prescribing medicines, and ordering diagnostic tests. The PA will work under the supervision of the physician but may work independently, consulting with physicians when necessary. They will provide a broad range of services that begin with an initial patient consultation and continue with ongoing care and assessment throughout the clinical relationship.

**Essential Functions**

- Maintain professional standards and follow the treatment policies of the clinic while adhering to all state and federal regulations.
- Follow all clinic policies and procedures.
- Assume responsibility and accountability for your decisions and actions.
- Ensure all patient charting is done to expected standards.
- Order ancillary services, interpret and evaluate the results.
- Consult and collaborate with specialists and clinic staff as needed.
- Participate in the clinic quality assurance.

**Job Responsibilities**

- Promotes and maintains patient health by providing medical services under the supervision of a physician.
- Contributes to a physician’s efficiency by identifying short-term and long-range patient care issues.
- Recommends options and courses of action for patient care.
- Implements physician directives.
- Assesses patient health by interviewing patients and performing physical examinations including obtaining, updating, and studying medical histories.
- Determines abnormal conditions by administering or ordering diagnostic tests, such as X-rays and laboratory studies and interpreting test results.
- Documents patient care services by charting in patient and department records.
- Performs therapeutic procedures by administering injections and immunizations, suturing, and managing wounds and infections.
- Instructs and counsels patients by providing normal growth and development information and providing counseling on emotional problems of daily living.
- Provides community care by developing and implementing patient-management plans.

- Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- Protects patients and employees by adhering to infection-control policies and protocols. Complies with federal, state, and local legal and professional requirements by studying existing and new legislation; anticipating future legislation; and enforcing adherence to requirements and advising management on needed actions.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
- Develops healthcare team staff by providing information, educational opportunities, and experimental growth opportunities.

### **Knowledge, Skills, and Abilities**

- Perform physical examinations and elicit detailed, accurate patient histories
- Determine patient conditions based on diagnostic imaging and test results
- Formulate therapeutic plans and treatments, which may include prescriptions
- Provide routine procedures such as injections, immunizations, sutures, wound care, aspirations, casting, and blood specimen collection
- Maintain professional and technical knowledge via Continuing Medical Education credits or equivalent
- Protect patient confidentiality, maintain ethics, and abide by all applicable laws

### **Qualifications**

- New graduate or experienced clinician. We will provide additional training as needed.
- Graduate of an accredited Physician Assistant program
- Current Licensure by the California Board of Physician Assistants
- American Heart Association (AHA) Basic Life Support (BLS) Provider certification or American Red Cross Basic Life Support for Healthcare Providers certification
- AHA Advanced Cardiac Life Support (ACLS) certification preferred.
- Excellent oral and written communication skills.
- Motivated to improve patient care and the workplace by participating in clinic meetings and community projects when appropriate.

### **Physical Requirements, Safety, and Environmental Conditions**

- Follows safe work practices, takes an active interest in preventing injury or illness and promoting a safe and healthful environment for self and others, and complies with Hospital and governmental safety regulations.
- Must function independently, have personal integrity, have flexibility and the ability to work effectively with other personnel, clients, and support agencies
- Sits, stands, bends, lifts, walks, and moves intermittently during working hours and ability to lift up to 20 lbs.

### **Compliance**

- Assumes personal responsibility to comply with all Federal, State and local laws governing business conduct, conducts business in an ethical and trustworthy manner, and displays the qualities and characteristics of a professional at all times when dealing with patients, visitors, physicians, volunteers, and fellow employees.
- Exemplifies the Seneca Core Values in all aspects of work responsibilities and demonstrates these values to fellow employees and supervisors.

### **Quality of Work**

- Assumes responsibility for professional customer service when working with the public, physicians, and other departments.
- Strives for excellence in following policies and procedures.
- Utilizes positive communication skills when interacting with people who work for, are serviced by, or associated with the hospital, to ensure that persons receive the highest degree of attention and courtesy.
- Maintains confidentiality of information received in the department and throughout the hospital by complying with strict confidentiality regulations per HIPAA requirements.

- Promotes professional growth of self and co-workers by participating in on-the-job training, continuing education and assisting with training of new employees.

### **Why Seneca Healthcare District?**

Seneca employees are united in our quest to improve the health and well-being of our patients, and we empower each of our team members to fulfill this mission and reach their full potential regardless of job title or experience level.

To this end, we offer:

- Leading benefits package for full-time and part-time employees, inclusive of health, prescription drug, dental, vision and life insurance coverage.
- Sponsored 403(b) plan, with up to 3% matching contribution, and eligibility to participate in the District-funded pension program following one year of service.
- Accrued Paid Time Off (PTO) and Extended Sick Leave (ESL).
- A "One Team" culture of deep respect and admiration across all teams and functions, regardless of role or background.