



BLACK HILLS ORTHOPEDIC & SPINE CENTER, P.C. POSITION DESCRIPTION

TITLE PHYSICIAN ASSISTANT DEPARTMENT PHYSICIAN ASSISTANTS

REPORTS TO MANAGING PHYSICIAN FLSA STATUS EXEMPT

FULL TIME YES PART TIME _____

POSITION PURPOSE:

Provide exceptional service to every person with whom there is interaction while assisting the providers with patient care both in the hospital and office setting in providing comprehensive orthopedic services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Hospital responsibilities of first assisting in surgery, post-op/inpatient rounds, emergency room patient evaluations and treatment
- Office responsibilities of working closely with the supervising orthopedic surgeon in evaluating and managing new patients, post-op and follow-up patients
- Rotate in call rotation with other Physician Assistants.

ASSOCIATED RESPONSIBILITIES

- Application of casts and splints
- Prescription refills
- Patient telephone calls
- Order appropriate diagnostic studies
- Joint and trigger point injections
- Complete discharge summaries
- Perform and document complete History & Physicals
- Hospital consults
- Apply and evaluate traction
- Accept additional responsibilities when needed

EDUCATION, CERTIFICATES OR LICENSES REQUIRED

- Graduate of a certified Physician Assistant program
- Licensed to practice as a Physician Assistant in the State of South Dakota
- NCCPA certification



KNOWLEDGE AND SKILLS

- ☐ Good organizational skills
- ☐ Able to prioritize
- ☐ Compassion and consideration
- ☐ Work collaboratively with patients and staff
- ☐ Knowledge of medical terminology, diagnosis and procedures

LANGUAGE AND REASONING SKILLS

- ☐ Excellent communication, listening skills and problem solving skills
- ☐ Professionalism with patient care and employee interaction
- ☐ Able to convey knowledge and instructions in a clear and concise manner
- ☐ Able to apply good judgment in handling situations

MATHEMATICAL AND COMPUTER SKILLS

- ☐ Exceptional computer skills
- ☐ Basic math computation skills

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- ☐ Able to be on your feet for extended periods of time
- ☐ Able to handle stressful situations and patient demands
- ☐ Able to work quickly and thoroughly in a fast-paced environment
- ☐ Punctual and flexible with schedule and duties as needs arise

This job description is intended to describe the general nature and level of work being performed by the person assigned to this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of the job.

This job description does not state or imply that the above listed duties and responsibilities are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duty as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

I have read and understood all the above. I have reviewed the duties for which I am responsible, as well as the minimum requirements of the position, with my supervisor. I understand that this document does not create an employment contract and that Black Hills Orthopedic and Spine Center employs me on an "at will" basis.

Employee

Date

Supervisor

Date