



Position Description

Position Title: Physician Assistant
Classification: Exempt
Supervisor: Medical Director

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities or requirements of this position. Employees are expected to perform other functions as assigned or requested to further support the organization's mission.

Mission Statement:

The Mission of Wilmington Community Clinic is to provide quality nondiscriminatory health services to improve the health and well-being of all served

Position Summary

Reporting to the Medical Director, the Physician Assistant will provide comprehensive direct primary and urgent care from pediatrics to geriatrics in a busy community clinic setting in accordance with the Center's protocols, policies and procedures and all applicable State and Federal requirements for medical services. Attend monthly QI Committee meetings, monthly staff meetings and project meetings as requested

Essential Position Responsibilities

- Provide all necessary services within scope of license including prescription and distribution of drugs and medical supplies; assessment, diagnoses and treatment of patients under supervision of Medical Director
- Refer patients as appropriate
- Complete documentation related to provision of medical care and thorough review of patient medical history
- Follow policies and procedures for WCC
- Follow protocols for women's health and family practice medical services
- Promote healthy lifestyles by advising patients on diet, hygiene and disease prevention
- Meets the minimum standard provider productivity of 3 patients an hour as recommended by Wilmington Community Clinic
- Works as a lead in development of a patient centered health care team
- Attends monthly Practitioner meetings
- Participates in QI program
- Fosters an environment that promotes trust and cooperation among all staff of WCC.
- Follows clinic policies and procedures to ensure that the principles of WCC are implemented.
- Demonstrate understanding of WCC policies and procedures.
- Interacts with patients, physicians, staff, vendors, and visitors in ways that demonstrate caring and reflect the WCC mission and philosophy.



- Fosters an environment that promotes trust and cooperation among all staff of WCC.
- Attends WCC meetings as required
- Other duties as assigned.

Skills

- Ability to remain organized while managing multiple details
- Ability to communicate effectively
- Medical terminology
- Professional demeanor and appearance a must.
- Bilingual English/Spanish preferred.
- Punctuality and excellent attendance required.

Education and Experience

- Certified by the California Board of Physician Assistants
- Current CA PA License
- Current Furnishing Number
- BLS CPR Certification
- Maintain CME as required for certification renewals

Supervisory Responsibilities

This position does not have any supervisory responsibilities.

Physical Requirements

Position requires prolonged hours of sitting at a computer, standing and walking in a clinic setting. Some bending and assisting patients in clinical setting.

Work Environment

Code			
C = Continuously (70% or More)	F = Frequently (40-70%)	O = Occasionally (15-40%)	R = Rarely (Less than 15%)

Please use the codes above to complete the table below

	Code
Working indoors in a clinical setting	C
Working indoors in an office setting	O
Working indoors & outdoors delivering materials/transporting clients	R

Please check the statement that represents the Work Environment for this position

Routine exposure to blood or body fluids	x
Possible exposure to blood or body fluids	
No exposure to blood or body fluids	

Travel Requirements



Some travel may be required to attend local meetings; travel between clinic sites

Acknowledgement:

I have read and received the Physician Assistant Position Description. I understand that this description is a summary of responsibilities and is not intended to be an all-inclusive list. My position may include additional responsibilities as required. My signature below indicates receipt of this document and does not alter the at-will employment relationship in any way. If I have any questions about my Position Description or about my position, I may contact my supervisor.

Employee Signature

Employee Name Printed

Date