

## POLICY AND PROCEDURE MANUAL

### JOB DESCRIPTION: Physician Assistant

<b>REPORTS TO:</b>	Practice Administrator	<b>FLSA STATUS</b>	Exempt
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#### **Summary:**

We are seeking a dedicated full-time Physician Assistant (PA) to join our growing team. This is a rewarding opportunity to work alongside skilled surgeons in a dynamic, fast-paced environment. The Physician Assistant (PA) delivers advanced, comprehensive healthcare to a defined patient population in collaboration with the medical team. This role adheres to established medical standards, protocols, and best practices, while also providing specific care directives to nursing and support staff. The patient population ranges from adolescents to geriatrics.

#### **Key Responsibilities:**

- Perform patient evaluations, including medical exams, histories, diagnostic interpretation, and establishing working diagnoses.
- Develop, implement, and document individualized treatment plans.
- Order, collect, and perform lab and diagnostic studies, including EMG, ECG, x-rays, CT, MRI, bone scans, and tissue specimens.
- Conduct diagnostic and therapeutic procedures including joint aspirations, fracture/dislocation reductions, joint and tendon injections, and apply braces, casts, and splints.
- Assist in surgery, perform closures, and apply appliances. Conduct hospital rounds, write orders, take call, manage inpatient care, and document histories, H&Ps, and discharge summaries
- Order, prescribe, and administer medications and orthopedic devices; educate patients, collaborate with the care team, and coordinate referrals within state guidelines.
- Ensure accurate documentation, protect confidentiality, and support quality and collaborative initiatives.

#### **Required Skills & Competencies**

- Demonstrates knowledge and skills to provide age- and population-appropriate care, applying principles of growth and development, assessing patient needs, and adapting treatment plans based on progress and feedback
- Strong clinical reasoning and problem-solving abilities.
- Excellent interpersonal and communication skills for effective patient and team interactions.
- Organizational skills for accurate documentation and time management.
- Commitment to evidence-based practice, lifelong learning, and upholding OrthoLoneStar's values and guiding behaviors.
- Maintains updated hospital safety and other mandatory training.
- Updated immunizations as recommended per practice area.

#### **Qualifications**

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- **Education:** Master's Degree in Physician Assistant Studies from a Physician Assistant educational program approved by the Texas State Board of Licensing or found by the Board to be substantially equivalent to the programs in Texas is required.
- **Experience:** One to two years of related experience and/or training preferred.
- **Language Ability:** Ability to read, analyze, and interpret medical records, therapy protocols, and scientific literature; respond to inquiries from patients, insurance agencies, and regulatory bodies.
- **Math Ability:** Proficient in applying concepts such as fractions, percentages, ratios, and proportions to clinical and operational scenarios.
- **Reasoning Ability:** Capable of defining problems, collecting data, establishing facts, and drawing valid conclusions; skilled in interpreting complex technical instructions.
- **Computer Skills:** Proficiency with Microsoft Office Suite and basic EMR/PM software.
- **Licensure:** Current State of Texas licensure as a Physician Assistant required.
- **Supervisory Responsibilities:** Delegates appropriately and supervises Medical Assistants

#### **Working Conditions & Physical Demands**

- Noise Level: Moderate.
- Travel: Primarily works at one clinic but may occasionally travel between locations to provide patient care; travel is not reimbursed.
- Physical Requirements: Regularly required to sit, talk, and hear; frequently stand, walk, use hands, bend, stoop, lift up to 50 lbs (frequently) and 70 lbs (occasionally), climb, balance, kneel, crouch, or crawl.
- Vision Requirements: Close vision, peripheral vision, ability to adjust focus; ability to spend 4–5 hours daily in front of a computer.

***The job duties listed in this job description may not be inclusive of all requirements of this position. Other duties may be assigned by your supervisor through a written request.***

*I have read the document and understand the requirements for this job description.*

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Employee Signature

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Date

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Supervisor/Manager Signature

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Date