

MASON CITY CLINIC
Job Description

Job Title: Physician Assistant - Orthopedics

FLSA Status: Exempt

Job Code:

Employee Group: Non-Management

Department: Orthopedics

General Summary:

Reports to the assigned physician and performs all duties under the direction and supervision of physicians(s) of the department and in accordance with established policies and procedures. Assesses, diagnoses, and treats medical and surgical problems and records the same for review by the supervising physician(s). Elicits medical history and conducts physical exam on patients to provide health assessment and screen for abnormal conditions. Performs diagnostic and therapeutic procedures and orders, performs, and interprets routine laboratory, X-rays, EKGs, and other related studies as required. Assists physicians during surgical procedures. Follows prescribed guidelines for removing stitches, casts, pins after surgery. Notifies surgeon of abnormal patient conditions and performs various related duties within the office.

Principal Duties and Responsibilities:

1. Performs all duties under the direction and supervision of physicians(s) of the department and in accordance with established policies and procedures.
2. Elicits medical history and conducts physical exam on patients to provide health assessment and screen for abnormal conditions.
3. Assesses, diagnoses, and treats medical and surgical problems in accordance with department protocols and records the same for review by the supervising physician(s). In doing so performs injections, immunizations, suturing, and the like.
4. Performs diagnostic and therapeutic procedures including, but not limited to, joint and bursa aspirations, injections of joints, tendons, trigger points and bursa, as well as brace, cast and splint applications.
5. Orders, performs, and interprets routine laboratory tests inclusive of but not limited to blood and tissue specimens and others as indicated.
6. Orders X-rays, EKGs, and other related studies as required.
7. Assists physician during surgical procedures.

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8. Consults with and/or refers patients to department physicians, other specialists and medical and community resources as necessary.
9. Under direction of physician, provides pre- and post-operative teaching, basic instruction to patient such as changing dressings, caring for wounds and rehabilitative procedures and so forth.
10. Following established guidelines, removes sutures and staples from patient and reports abnormal conditions to appropriate physician.
11. Orders, prescribes, dispenses, and administers medications, orthosis, orthotics, braces, and other orthopedic devices according to standard protocols and as may be allowed by state legislation.
12. Directs other medical personnel in the execution of patient care.
13. According to standard protocols; provides immediate evaluation, treatment, and institution of procedures essential to providing appropriate response to emergency medical problems.
14. Maintains patient records through timely documentation of all necessary information.
15. Designs, conducts, and/or participates in research studies, manages databases, and performs quality assurance according to department protocols.
16. Works with the department chairperson or other assigned physician to develop policies and protocols for the PA/NP practice.
17. Maintains confidentiality of patient information.
18. Participates in call rotation responsibilities.
19. Maintains knowledge of trends and developments in the field by reading appropriate articles, journals, and related material, and by attending seminars, conferences and so forth.

Knowledge, Skills and Abilities Required:

1. Knowledge of orthopedics, medical procedures, anatomy, and physiology in order to assist surgeons in performing procedures, in reviewing patient data, and in evaluating patient condition and to apply casts, splints, and braces at a level normally acquired through completion of an accredited physician assistant program.

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2. Current state license.
3. National certification or eligible to sit for next exam.
4. Current Basic Life Support (BLS) and Mandatory Reporting certifications.
5. Approximately one to two years progressively responsible related work experience necessary in order to become technically proficient in reviewing patient data to evaluate current condition, to gain familiarity with Clinic and hospital environment and department and Clinic policies and procedures.
6. Interpersonal skills necessary in order to answer routine inquiries from patients when conducting rounds, to communicate with department personnel when exchanging patient related information, and to discuss patient condition with patient, appropriate physician and/or family members with good customer service interaction.
7. Analytical skills necessary in order to review nurse's notes, laboratory data and other patient information when evaluating patient condition, reviewing medical records chart to prepare discharge summaries, and scheduling operating room procedures.
8. Ability to concentrate and pay close attention to detail when reviewing patient data.
9. Ability to lift and hold up to twenty-five pounds for approximately thirty percent of work time when positioning patient extremities, apply casts and splints, and transferring patients. Occasional heavy lifting up to sixty pounds during some surgical procedures.

Working Conditions:

1. Works in patient care area in which the employee is exposed to contagious diseases, infectious waste, and bodily fluid for approximately fifty percent of work time. Potential of injury is limited when proper safety and health precautions are followed.
2. Work requires manual dexterity when assisting physicians during surgical procedures.
3. Work requires periods of prolonged standing during surgical procedures.

Reporting Relationships:

Reports to the assigned physician(s) of the Orthopedic Department.

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

Created 6/2000
Updated 1/2003
Updated 7/2020
Updated 2/2021
Rev 2/2022

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WORKING CONDITIONS AND PHYSICAL DEMANDS WORKSHEET

Date: 02/24/2021

Job Title: Orthopedic PA

Department: Orthopedics

1. Physical Activities

Activity	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
Balancing				X		
Bending				X		
Climbing		X				
Crawling	X					
Crouching				X		
Kneeling				X		
Reading					X	
Sitting			X			
Squatting		X				
Standing					X	
Stooping	X					
Walking			X			

2. Lifting and/or Pushing and Pulling

Weight	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
0-10 pounds					X	
10-20 pounds					X	
20-30 pounds				X		
30-60 pounds				X		
Over 60 pounds				X		

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Weight	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
0-10 pounds						X
10-20 pounds					X	
20-30 pounds					X	
30-60 pounds			X			
Over 60 pounds			X			

4. Visual Activity

Level	Yes	No	Comment
Near Vision	X		
Far Vision	X		
Depth Perception	X		
Fine Discriminate Detail	X		
Color Vision	X		
Field of Vision	X		

5. Auditory Activity

Level	Yes	No	Comment
Distinguish Sounds		X	
Distinguish Pitch		X	
Distinguish Tone		X	
Hear Speech	X		

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Level	Yes	No	Comment
Distinguish Hot & Cold	X		
Distinguish Range of Temperature		X	
Distinguish Surfaces	X		
Fine Motor Skills to Grasp	X		
Manual Dexterity	X		
Detect Odors	X		
Distinguish Odors		X	

7. Verbal Activity

Level	Yes	No	Comment
Make Sounds	X		
Form Words	X		
Speak Loudly	X		
Speak Softly	X		

8. Mental Activity

Activity	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
Performing detailed tasks (bookkeeping, transcribing, etc.)						X
Subjected to interruptions						X
Subjected to changing work priorities						X

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9. Hazardous Conditions

Activity	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
Exposure to marked changes in temperature & humidity				X		
Exposure to electrical shock				X		
Exposure to vapor, fumes & gases				X		
Exposure to radiation				X		
Exposure to infectious disease				X		
Driving automotive equip.		X				
Exposure to weather elements		X				