

MASON CITY CLINIC
Job Description

Job Title: Advanced Practice Providers (APP): Physician Assistant or Nurse Practitioner

FLSA Status: Exempt

Employee Group: Non-Management

Department: Gastroenterology

General Summary:

In accordance with state and federal law and under the direction and supervision of department physician(s) and in accordance with established policies, procedures, organizational objectives, and protocols, provides patient care which includes but is not limited to medical examination, consultation, diagnosis, treatment, referral, and education.

Principal Duties and Responsibilities as delegated by the supervising physician:

1. Performs all duties under the direction and supervision of physician(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 problems in accordance with department protocols and records the same for review by the supervising physician(s). Reports abnormal conditions to the appropriate physician.
4. Orders, performs, and interprets routine laboratory tests.
5. Orders X-rays, EKGs, and other related studies as required.
6. Consults with patients in hospital and clinic settings and/or refers patients to department physicians, other specialists and medical and community resources as necessary.
7. Prescribe medications based on patient's medical diagnosis and needs .
8. Provides education and instruction on patient's condition(s) as required.
9. Directs other medical personnel in the execution of patient care.
10. According to standard protocols, provides immediate evaluation, treatment, and institution of procedures essential to providing appropriate response to emergency medical problems.
11. Maintains patient records through documentation of all necessary information.
12. Works with the department chairperson or other assigned physician to develop policies and protocols for the PA/NP practice.

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13. Maintains confidentiality of patient information.
14. 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 anatomy and physiology, assessment of patient condition, pathophysiology, pharmacology, and standard treatment protocols at a level normally acquired through completion of an accredited physician assistant or nurse practitioner program.
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' work experience in order to become technically proficient in reviewing patient data to evaluate current condition and to gain familiarity with Clinic and hospital environment and Clinic policies and procedures.
6. Interpersonal skills necessary in order to answer routine inquiries from patients when conducting physical exams and instructing and/or educating about conditions and treatments, to communicate with department personnel when exchanging patient-related information, and to discuss patient condition with physicians.
7. Analytical skills necessary in order to review nurse's notes, laboratory data and other patient information when evaluating patient condition, and when reviewing medical charts.
8. Ability to concentrate and pay close attention to detail when reviewing patient data which occupies approximately fifty percent of work time.

Working Conditions:

1. Works in patient care area where there is exposure to contagious diseases, infectious waste, and bodily fluid approximately fifty percent of work time. Potential for injury is limited when proper safety and health precautions are followed.

Reporting Relationships:

Reports to assigned physician.

Approvals:

Department Chairperson

Date

Administrator

Date

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Reviewed 8/96

Revised 11/19

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WORKING CONDITIONS AND PHYSICAL DEMANDS WORKSHEET

Job Title: APP – GI

Department: Gastroenterology

Date: 02/2021

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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3. Carrying and/or Pushing 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					

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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6. Sensory Activity (Touch & Smell)

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, charting, 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				

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Created: 2/2021

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