

MASON CITY CLINIC
Job Description

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

FLSA Status: Exempt

Employee Group: Non-Management

Department: Bariatric Surgery

General Summary:

Assists in performing surgical procedures and other related duties as directed by surgeon. Ensures patient is prepared for surgery by conducting complete physical examinations and patient histories, ordering necessary instruments, and the like. Makes rounds on appropriate patients, review's chart notes, nurse notes, laboratory data and other applicable sources in order to evaluate patient current condition. Follows prescribed guidelines for removing sutures and staples after surgery. Notifies surgeon of abnormal patient conditions and performs various related duties within the office. Will see patients in clinic.

Principal Duties and Responsibilities as delegated by the supervising physician:

1. Performs all duties under the direction and supervision of surgeons and in accordance with established policies and procedures.
2. Conducts initial intake of medical history and physical exam on patients of any age group to provide health assessment and screen for abnormal conditions.
3. Sees patients in a variety of settings including, but not limited to, hospital and clinic and assesses patient's medical history and current exam in order to diagnosis and treat medical and surgical problems in accordance with department protocols. Records findings for a review by the supervising physician(s).
4. Works with the supervising physicians to develop policies and protocols for the PA practice.
5. Orders and interprets routine laboratory and x-ray studies.
6. Ensures documentation is completed timely and sent to appropriate parties including referring physician.
7. Conducts pre-operation patient examinations prior to surgery in order to review patient's preparation for surgery.
8. Ensures operating room is prepared for surgery and confers with Operating Room staff regarding instruments and/or technical necessities.

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9. Assists surgeon during various surgical procedures including closure of openings, suturing the skin, and other related surgical duties. Performs minor surgical procedures as directed.
10. Following established guidelines, removes sutures and staples from patient and reports abnormal conditions to appropriate physician.
11. Under direction of physician, provides basic instruction and guidelines to patient on changing dressings, caring for wounds and rehabilitative procedures in the office or post op, as necessary.
12. Makes scheduled patient rounds as directed including entering information into hospital's EMR system on patient condition and reviewing patient graphic, laboratory data, nurse's notes, and the like to determine current evaluation of patient's condition. Notifies physician of abnormal conditions.
13. May orient and help instruct APP students and physician residents when assigned to the supervising physician and directs medical personnel, health professionals, and others involved in caring for patients in the execution of patient care and interacts with instrument suppliers to review new products.
14. Performs various office duties as necessary such as setting up equipment and supplies for office procedures, assisting in those procedures, scheduling surgical procedures, cleaning exam/procedure rooms and so forth.
15. Conducts pre- and post-operative teaching and instruction as necessary.
16. Prescribe drugs and medical devices under the following conditions:
 - a. The APP shall not prescribe substances that the supervising physicians do not have the authority to prescribe.
 - b. The APP may prescribe, supply, and administer drugs and medical devices in all settings including, but not limited to, hospitals, clinics, offices, and outpatient and emergency care settings.
17. Participates in the on-call schedule as assigned.
18. Performance of on-call duties include, but not limited to, rounding on hospitalized patients, care of wounds, recording patient progress note and other appropriate medical records, performing or assisting medical procedures, providing emergency medical services and issuing, transmitting, and executing patient care orders as delegated by the supervising physician.
19. Provides immediate evaluation, treatment and institution of procedures essential to providing an appropriate response to emergency medical problems.
20. 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.
21. Authenticate medical forms by signing the form and including a supervising physician name.

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22. Maintain confidentiality of patient information.

Knowledge, Skills and Abilities Required:

1. Knowledge of medical procedures, anatomy, and physiology in order to assist surgeons in performing procedures, reviewing patient data, and evaluating patient condition at a level normally acquired through completion of a bachelor's degree in medical science through an accredited physician assistant program.
2. Prior experience preferred but not necessary.
3. The APP shall have passed the national certifying examination conducted by their certifying Board.
4. Current license by the state or ability to obtain prior to employment.
5. Current prescribing certificates by the DEA and state or ability to obtain prior to employment.
6. Interpersonal skills necessary to courteously and cooperatively answer routine inquiries from patients when conducting rounds, to communicate with department personnel when exchanging patient related information, and to discuss patient condition with appropriate physician. Communication with supervising physician will be either direct face-to-face, phone call, HIPAA compliant text messaging, or EHR documentation.
7. Analytical skills necessary in order to review nurse's notes, laboratory data and other patient information when evaluating patient condition, and reviewing medical records chart to prepare discharge summaries.
8. Ability to concentrate and pay close attention to detail for approximately eighty percent of work time when assisting in surgery and reviewing patient data.
9. Ability to lift and hold up to fifty pounds for approximately thirty percent of work time when positioning patient extremities, assisting during surgical procedures and transferring patients.

Working Conditions:

1. Works in patient care areas in which the employee is exposed to contagious diseases, infectious waste, and bodily fluid for approximately sixty 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.

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Reporting Relationships:

Reports to the physician(s) of the Bariatric Surgery Department.

Approvals:

Department Chairperson

Date

Administrator

Date

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.

Updated 4/5/2024

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WORKING CONDITIONS AND PHYSICAL DEMANDS WORKSHEET

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, 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					