

**MASON CITY CLINIC**  
**Job Description**

**Job Title:** Midlevel Provider  
(Physician Assistant/Nurse Practitioner)

**FLSA Status:** Exempt

**Job Code:**

**Employee Group:** Non-Management

**Department:** Cardiology

**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, and protocols, provides patient care that includes but is not limited to medical examination, diagnosis, treatment, referral, and education.

**Principal Duties and Responsibilities:**

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 and surgical problems in accordance with department protocols and records the same for review by the supervising physician(s) in the clinic setting. In doing so may perform and/or review EKGs, pacemaker and defibrillator checks, and the like
4. May assist the physicians in the hospital setting in providing patient care inclusive of, but not limited to:
  - a. Performing and recording patient's history & physical
  - b. Making patient rounds and recording progress notes
  - c. Assisting with medical testing as required, i.e treadmill testing
  - d. Provides emergency medical services
  - e. Transmits and executes standing orders
  - f. Orders appropriate tests, medications and therapy as directed by the supervising physician
  - g. Dictates discharge summaries
5. Orders, performs, and interprets routine laboratory and other diagnostic tests and therapy. Inclusive but not limited to stress tests, EKGs, cardiac rehab, and others as indicated
6. Orders Xrays, EKGs and other related studies as required, reviews results, and determines appropriate steps to be taken based on the results.
7. Consults with and/or refers patients to department physicians, other specialists and medical and community resources as necessary. In doing so, maintains awareness of community services, agencies, resources and health facilities.
8. Administers and/or orders medications according to standard protocols.

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**Advanced Practice Provider (APP): PA or NP**

**Department: Mercy Heart Center**

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9. Provides counseling, education, and instruction on cardiac health, nutrition, medication management, mental and physical health, and other related health needs.
10. Directs other medical personnel in the execution of patient care.
11. Admits and discharges patients to hospital or other health care facility as directed by the supervising physician(s).
12. Checks and interrogates cardiac devices such as pacemaker and defibrillators, records measures, adjusts settings as necessary and consults physician when necessary.
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 accurate documentation of all necessary information.
15. Works with the department chairperson or other assigned physician to develop policies and protocols for the PA/NP practice.
16. Maintains confidentiality of patient information.
17. 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.
18. Supports and abides by all Mason City Clinic, departmental and safety policies and procedures and follows hospital bylaws.
19. Performs other responsibilities as requested by the supervising physician.

**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. Ability to obtain privileges at Mercy Medical Center – North Iowa and to be credentialed as a provider with Medicare and Medicaid and other insurance companies with whom Mason City Clinic has agreed to contract with.
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

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and Clinic policies and procedures.

6. Interpersonal skills necessary in order to answer routine inquiries from patients and patient's family members 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. Ability to work well as a cooperative and supporting member of the team.
8. Analytical skills necessary in order to review nurse's notes, vital signs, laboratory data and other patient information when evaluating patient condition, and when reviewing medical charts.
9. 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 the 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 (s).

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 11/2007

Updated 06/2021

Updated 1/2024

**WORKING CONDITIONS AND PHYSICAL DEMANDS WORKSHEET**

Job Title: APP – Cardiology

Department: Cardiology

Date: 1/2024

**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                    |                       |                     |                          |                            |

**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   |    |         |

## 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                          |

## 9. Hazardous Conditions

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

Created 11/2007

Updated 06/2021

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