

Job Description - Employee

Job Code:	BO31	Title:	PA Urgent Care			
Grade:	56	Exempt/Non:	Exempt	Salary Plan:	BHS	
Career Path:	P07	Level:	01	CID Code:	Select Uniform Code	
Company:	BMP	Dept. ID:	B834	Dept Name:	BMP Baystate Urgent Care	
Reports to Job Code:	BH30	Reports to Title:	Practice Manager II			
Analyst:		Approval Date:	1/20/2013			
Physical Demands Form Updated/Completed:		<input type="checkbox"/> Please check to acknowledge update/completion. Go To Physical Demands Form				
Summary Description:						
<p>One to three paragraphs describing job function. In addition to job qualifications this will be used for posting. This section should include tie to line of sight and employee engagement – how this job relates to our vision and mission. (Do not use bulleted text.)</p> <p>Provides comprehensive patient history, conducts physical examinations and treatment, ordering laboratory and diagnostic tests. Develops and implements a plan of care utilizing appropriate diagnostic studies and treatments, and evaluates the outcome of care, using the clinical skills and judgments inherent in advanced practitioner education.</p> <p>Works with other health care team members, consulting and referring as appropriate; and maintains responsibility for the clinical management of the patient.</p> <p>Acts as a consultant to colleagues and health care team members in the area(s) of clinical expertise; serves as a resource to staff.</p> <p>Demonstrates ability to function effectively as a clinical preceptor as necessary.</p> <p>Maintains and updates clinical knowledge and actively seeks opportunities to broaden clinical expertise.</p> <p>Participates as a member of the health care team to develop policies, clinical protocols, and evaluation tools. Adheres to system and department compliance policies, and any and all applicable laws and regulations. Performs other duties as assigned.</p>						
Job Requirements:						
Expansion of the summary description. Specific job related responsibilities that will be used to measure performance. Please check which job responsibilities are “Essential Functions” as defined by the Americans With Disability Act. View ADA Requirements					Essential Function?	% of Time
1.	Clinical Skills/Expertise – Effectively assesses patient status with appropriate history taking, physical exam and encompassing medical/social/psychological components. Provides age appropriate care. Orders tests and procedures as indicated by the diagnosis or differential in cost effective manner. *Establishes discharge plan of care related to a patient's identified problem, including medication, diet, therapeutic procedures, outreach, home visits, community nursing, etc. Utilizes sound judgment in the establishment of priorities in patient care management. Consults appropriately with supervising physician regarding proposed treatment. Demonstrates appropriate independence in clinical practice. Recommend appropriate updates of clinical protocols to reflect recent changes/advances in patient care. Develops ongoing collaborative and consultative relationship with supervising physician(s).				☑	

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2.	Clinical Productivity Maintains clinical productivity consistent with Departmental expectations and available national benchmark(s)	<input checked="" type="checkbox"/>			
3.	Academic/Educational Performance (where applicable) Research/Grant Writing	<input checked="" type="checkbox"/>			
4.	Engages in independent and/or collaborative effort encompassing prospective or existing research projects appropriate to mid-level roles and position description Participates in grant writing/administration.	<input checked="" type="checkbox"/>			
5.	Education Functions effectively as health educator in delegated areas of responsibility. Develops and delivers dedicated teaching for medical residents, nursing students, etc. Develops/implements health education material. Participates in curriculum development for students.	<input checked="" type="checkbox"/>			
6.	Goal Setting/Development Identifies appropriate goals which enhance professional development meeting personal and institutional needs. Develops specialized clinical expertise as required. Develops and achieves personal goals which reflects uniqueness of practice. Regularly attend appropriate BHS education programs, including Department and hospital grand rounds. Participates in grant writing and administration, as appropriate. Maintains membership and contributes to work of professional organizations. Uses professional educational funds appropriately.	<input checked="" type="checkbox"/>			
7.	Support Division/Practice BHS Objectives/Goals Consistently attends Divisional and/or practice meetings. Develops a relationship with peers and staff which enhances patient care and clinic operation. Participates in special projects and committees. Demonstrates ability to evaluate clinical practice through defined QA mechanism (e.g. chart review, peer review). Contributes to development of new ideas that effect department hospital and/or self. Functions as liaison between BMC and community sites. Uses appropriate DRG/procedure coding for patient records for correct billing of services.	<input checked="" type="checkbox"/>			
8.		<input type="checkbox"/>			
9.		<input type="checkbox"/>			
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13.		<input type="checkbox"/>			
14.		<input type="checkbox"/>			
15.		<input type="checkbox"/>			
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17.		<input type="checkbox"/>			
18.		<input type="checkbox"/>			
19.		<input type="checkbox"/>			
20.		<input type="checkbox"/>			
Qualifications		Unless otherwise required by certification, licensure, or registration, an equivalent combination of education and experience which provides proficiency in the areas of responsibility listed in this description may be substituted for the minimally required education and/or experience listed in the Qualifications section below.			
Minimally Required Education:		If none required select "none required".		Preferred Education:	

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Other Nurse Practitioner or Physician Assistant Education				
Minimally Required Experience: If none required select "none required". Preferred Experience:				
Mass Licensed Nurse Practitioner of Physician Assistant is required.				
Skills/Competencies:				
Age specific				
License:	RN	State MA	Required/Preferred?	Required
<i>Please provide industry accepted acronym & description. i.e. CDL – Commercial Driver's License and State Requirement (MA or CT).</i>	_____	State	Required/Preferred?	
	_____	State	Required/Preferred?	
	_____	State	Required/Preferred?	
<i>Any job requiring CPR must have a minimum of Health Care Provider CPR training (CPR and AED) unless otherwise specified in the Certification section.</i>				
Certification:	CPR	State	Required/Preferred?	Required
<i>Please provide industry accepted acronym & description. i.e. CPR – Cardiopulmonary Resuscitation and State Requirement (MA or CT)</i>	_____	State	Required/Preferred?	
	_____	State	Required/Preferred?	
	_____	State	Required/Preferred?	