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**Coastal Medical Position Description**

**Company:** Coastal Medical, Inc.

**Title:** Physician Assistant

**Reports To:** Collaborating/Supervising Physician

**Supervises:** N/A

**Job Summary:** Provide high quality medical care to patients and their families, emphasizing health promotion and disease prevention, as well as the diagnosis and management of acute and chronic diseases.

**Essential Functions of the Position (***Illustrative Examples Included***)**

* Evaluate sick, urgent care, transitional care and primary care patients
* Perform annual physical exams as needed
* Educate patients on maintaining proper health
* Evaluate, make recommendations, co-manage and treat patients' medical needs
* Participate in an interdisciplinary team providing care and coordination of our patients, ensuring the highest level of care

**Education and Experience**

* Graduate of an accredited Physician Assistant program with a current Rhode Island PA license in good standing
* Current National Board Certification
* A minimum of 2 years of primary care experience in either a family medicine or primary care outpatient practice is preferred

**Knowledge, Skills and Ability**

* Capacity to collaborate with professional colleagues as necessary to provide quality care
* Ability to work without direct supervision and practice autonomously
* Exercise sound judgment and decision-making with the ability to assess and differentiate priorities
* Excellent interpersonal skills and ability to work with and through people to get the job done
* Initiative, problem solving ability, adaptability and flexibility
* Excellent verbal, written and electronic communication skills
* Able to maintain confidentiality with all aspects of information (including patient data) in accordance with Coastal Medical’s philosophy and policy as well as state and federal regulations
  + Must handle the most sensitive and confidential matters with the utmost discretion
* Highly organized and detailed oriented with an ability to multi-task
* Proficiency with computer skills (i.e., Microsoft Word, Excel and Access, and Web-based applications)

**Physical Effort and Dexterity**

* Sit and stand for prolonged periods of time
* Work and move among all departments of Coastal Medical group
* Excellent hand/eye coordination
* Lift up to 15 pounds
* Manual dexterity to operate personal computers and standard office machines and equipment as it pertains to one’s position

**Visual Acuity, Hearing and Speaking**

* To transfer information from paper to computer, from computer to computer, and to communicate in person and on the telephone

*\*This position description does not list all duties of the position. The employee may be asked by his or her supervisor, manager, or director to perform other duties. The employee will be evaluated in part based on the performance of the tasks contained herein.*

**Signatures**

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*January 2012*