



**Job Title:** GISD Employee Clinic Physician Assistant      **Exemption Status/Test:** Exempt  
**Reports to:** GISD Employee Clinic Manager      **Date Revised:** August, 2015  
**Dept. /School:** GISD Employee Clinic

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**Primary Purpose:**

Provide diagnostics and therapeutic medical care, assisting in the observation and evaluation of patients, and selecting and providing appropriate treatment plans.

**Qualifications:**

**Education/Certification:**

- Must have completed an Accredited Physician Assistant Program
- Must be certified by the National Commission for the Certification of Physician Assistants
- Must be licensed to practice medicine as a Physician Assistant by the Texas Medical Board
- Must maintain current Basic Life Support Certification
- Must attain continuing medical education credits as required by the Texas Medical Board

**Special Knowledge/Skills:**

- Possess a thorough understanding of the technical content of the position as well as the ability to apply these skills to health-related issues.
- Possess the ability to develop a course of action to achieve work objectives while anticipating contingencies and develop alternate plans to meet completion deadlines.
- Possess the ability to set priorities and make adjustments to meet fluctuating workloads.
- Possess excellent oral and written communication skills.
- Possess the logical process to gather and analyze information in order to take action or commit to a specific assignment.
- Possess strong assessment skills.
- Possess the ability to handle stress of time restraints and emotional stressors.
- Possess the ability to appropriately delegate responsibilities to the clinical staff.
- Respond to medical/health problems presented by patients including history taking, diagnosis, investigation, treatment and referral as appropriate.
- Possess the ability to commission healthcare by liaising with medical professionals in the community and hospitals.
- Responsible for maintaining the confidentiality of all patients according to HIPPA.
- Responsible for meeting targets set by the government for specific treatments.
- Keep up to date with medical developments, new drugs, treatments and medications.
- Insure each patient is given the "standard of care."

**Experience:**

A minimum of two (2) years practical experience with patients, preferred

**Major Responsibilities and Duties:**

1. Provide diagnostics and therapeutic medical care and services to GISD Employee Clinic patients, assist in the observation and evaluation of patients, take case histories, conduct physical examinations and order laboratory studies.
2. Skilled in making diagnoses, selecting and providing appropriate treatment for medical emergencies (life or death or severe injury), as indicated until emergency assistance arrives.
3. Possess the ability to assess a patient's condition and to initiate the appropriate treatment.
4. Possess the knowledge of pharmaceuticals to treat disease and illness, to include knowledge of the mechanism of actions, side effects, toxic nature and drug interaction medications.
5. Possess the ability to interpret diagnostic tests in order to determine therapeutic treatment plans.
6. Possess the ability to deal with patients on a one-on-one basis.
7. Perform other duties as assigned.

**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Electronic thermometer, blood pressure cuff, otoscope, sphygmomanometer, vision screening equipment, basic clinic equipment, copier and personal computer

**Posture:** Prolonged standing, walking, stooping, bending and lifting

**Environment:** Exposure to bacteria and communicable disease

**Mental Demands:** Interpret policies and procedures; make multiple decisions regarding patient's health; maintain performance level and emotional control under pressure situations; demonstrate mental quickness, ability to think on feet and use common sense.

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.