

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) MICHIGAN VETERAN HOMES
4. Civil Service Position Code Description Physician Assistant-2A	10. Division Michigan Veteran Homes at Grand Rapids
5. Working Title (What the agency calls the position) Physician Assistant	11. Section
6. Name and Position Code Description of Direct Supervisor VACANT	12. Unit
7. Name and Position Code Description of Second Level Supervisor STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Michigan Veteran Homes at Grand Rapids or Michigan Veteran Homes – Chesterfield Township / VARIED SCHEDULE
14. General Summary of Function/Purpose of Position Assists the Physician as a health care practitioner under the scope of the Physician Assistant license. Provides medical assessments, performs medical procedures, and provides primary clinical therapy to the members at the Michigan Veteran Homes Grand Rapids or Chesterfield), CMS-certified 128-bed long-term care facilities. Members that reside in the home are primarily a geriatric population.	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 80

Primary and in-patient health care services to residents under the direction and supervision of the Home's physician.

Individual tasks related to the duty:

- Completes resident histories and physicals upon admission
- Completes annual histories and physicals
- Conducts medical rounding for members to include physical exams, medical procedures, diagnostic tests, and interpretation of health information.
- Performs therapeutic treatments within the scope of practice.
- Orders pertinent diagnostic tests and procedures.
- Consults with the supervising physician as needed.
- Provides primary clinical therapy and treatment to residents of the Home.

Duty 2

General Summary:

Percentage: 10

Consults with colleagues, supervising physicians, specialists, member' families, etc.

Individual tasks related to the duty:

- Educates and informs members regarding the nature of the illness and the progress of evaluation and treatment.
- Meets with members and their families to inform and advise of illnesses.
- Educates members regarding health promotion and disease prevention.
- Consults with colleagues and other health professionals as may be needed.

Duty 3

General Summary:

Percentage: 10

Research, recordkeeping, and other miscellaneous duties

Individual tasks related to the duty:

- Maintain records and prepares reports and correspondence related to the work.
- Dictates physicals, progress notes, and other medical correspondence for entry into the health care record.
- Participates in the collection and preparation of reports on resident care activities.
- Maintains current knowledge in the field of practice and informs staff of changes.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Dictation of admission and annual history and physicals and discharge summaries. The assessment of members and appropriate treatment of same. Emergency procedures which may be deemed necessary. Institution and performance of cardiopulmonary resuscitation.

17. Describe the types of decisions that require the supervisor's review.

Different courses of treatment would require review by the supervising physician. Any written or dictated admission, progress, or discharge notations or orders made by the P.A. must be countersigned by the Physician or his/her designee within 48 hours from the time of its writing.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Exposure of illness from members who may have communicable illness. Risk of injury from members who may be demented, aggressive, or psychotic. Long periods of walking and standing.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	N	Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

Assists the Physician as a health care practitioner under the scope of the Physician Assistant license. Provides medical assessments, performs medical procedures, and provides primary clinical therapy to the members at the Michigan Veteran Homes Grand Rapids or Chesterfield), CMS-certified 128-bed long-term care facilities. Members that reside in the home are primarily a geriatric population.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

The main duties of this position have not changed. Updates to the PD since it was last updated several years ago reflect the move into a new CMS-certified facility (specifically, the addition of verbiage requiring the knowledge of CMS rules and regulations and use of CMS forms), as well as a decrease in the number of beds within the facility.

25. What is the function of the work area and how does this position fit into that function?

The work area provides medical care to the nursing home residents in an inter-disciplinary setting.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor of science degree in medicine.

Alternate Education and Experience

Completion of a professional, physician assistant program may be substituted for the education requirement.

EXPERIENCE:

One year of professional experience equivalent to a Physician Assistant P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of health sciences, including anatomy, physiology, biochemistry, pathophysiology, pharmacology, and microbiology

Knowledge of the fields of specialized medicine including internal medicine and psychiatry.

Knowledge of patient history and physical examination methods.

Knowledge of clinical medical procedures.

Knowledge of a specialized medical area (i.e. geriatrics and family practices)

CERTIFICATES, LICENSES, REGISTRATIONS:

Certification as a Physician Assistant by the National Commission on the Certification of Physician Assistants (NCCPA) and possession of a Physician Assistant license issued by the Michigan Department of Labor and Economic Growth.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

This PD is a current, accurate representation of the duties assigned to the position.

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date