

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: PHYSICIAN'S ASSISTANT

Reports To: Designated Supervisor

UW Job Code: 3713

UW Job Family: 3A - Health/Medical Professional

SOC Code: 29-1071

FLSA: Exempt

Pay Grade: 26

Date: 7-1-96 (revised 7-1-02; 6-19-03; 7-1-04; 7-1-08)

JOB PURPOSE:

Provide patient services; perform diagnostic and therapeutic procedures under the supervision of a licensed physician.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Elicit detailed patient histories and conduct physical examinations.
- Determine possible diagnoses; order and perform laboratory, radiological and special examinations or tests required for evaluation of illnesses; integrate clinical data, plan subsequent diagnostic measures and manage therapeutic measures according to established guidelines.
- Advise patient on health, preventative care, diet and diseases, following consultation with supervising physician; confer with social and other services providing care after discharge and for outpatient services.
- Provide routine follow-up care including appropriate adjustment of medications upon consultation with a physician.
- Perform minor surgical procedures.
- Complete medical records and other associated patient care related forms.

SUPPLEMENTAL FUNCTIONS:

- Provide instruction to College of Health Science students on accepted procedures.
- May serve as research coordinator to procure research project funds; assist in the development of research protocols; screen patients for admission to studies.
- Maintain and analyze data; perform follow-up visits; assist in reporting final results.

COMPETENCIES:

- Attention to Detail
- Consistency
- Integrity
- Technical/Professional Knowledge
- Quality Orientation
- Sensitivity
- Quantity of Work
- Individual Leadership

MINIMUM QUALIFICATIONS:

Education: **Master's degree**

Experience: **3 years as a Physician's Assistant**

Required licensure, certification, registration or other requirements:

- **National and valid State of Wyoming certification as a Physician's Assistant**
- **Prescriptive authority in the State of Wyoming**
- **Licensure by the Wyoming Board of Medicine**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Medical information and treatment procedures.
- Primary care principles and practices.
- Clinical operations and procedures.
- Drug regimens and their indications, contraindications, dosing, side effects, and proper administration.
- Infection control standards and safe working conditions with blood or blood-borne pathogens.
- Safety regulations applicable to medical clinic areas.
- Basic surgical procedures for clinic environment, including pre-op and post-op procedures.
- Current and emerging trends in technologies, techniques, methods, issues and approaches in area of expertise.
- Supervisory methods, techniques and practices.
- Clinic practice procedures including patient charting, and obtaining patient histories.
- University, state and federal applicable rules, regulations and procedures.
- Cardiopulmonary resuscitation (CPR) procedures.

Skills and Abilities to:

- Interview, assess, observe, and diagnose medical conditions; record symptoms, reactions and progress.

- Prescribe appropriate medication and treatment procedures.
- Effectively communicate medical information clearly with interpersonal skills.
- Consult with and provide guidance to nursing, pharmacy, and x-ray staff.
- Provide surgical procedures.
- Educate patients and/or families as to the nature of the disease or medical condition, and provide instructions on proper care and treatment.
- Maintain quality, safety, and infection control standards and work safely with blood or blood-borne pathogens.
- React calmly and effectively in emergency situations.
- Move up to 25 pounds regularly.
- Foster a cooperative team environment.

WORKING CONDITIONS:

Medical clinic environment; regular exposure to biological and chemical hazards, fumes, vapors, noise and working in confined areas; standing, sitting reaching, and using hands are regular requirements of the position.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.