



POSITION DESCRIPTION

POSITION TITLE: PHYSICIAN ASSISTANT/CLINICAL ASSISTANT – ORTHOPAEDIC SURGERY

DEPARTMENT: PHYSICIAN SERVICES

CLASSIFICATION:

UNION: PHYSICIAN AND CLINICAL ASSISTANTS OF MANITOBA (PCAM)

REPORTING RELATIONSHIPS

POSITION REPORTS TO: PHYSICIAN SERVICES/ DEPARTMENT HEAD

POSITIONS SUPERVISED: NOT APPLICABLE

POSITION SUMMARY

The Physician Assistant/ Clinical Assistant (PA/CA) is an integral member of a multi-disciplinary team. The PA/CA practices within a formalized collaborative structure with Physicians oversight and regulation. The PA/CA's collaborate with patients, families and an interprofessional team of health professionals.

The Regional Surgical Lead is responsible for the overall operational supervision of the PA/CAs, however, the surgeons working on any given day, and using the support of the PA/CA, is directly responsible for the PA/CAs, and the work performed on any given shift. The surgeon most responsible physician has the final authority regarding management decisions in all cases.

As it relates to the provision of care to Orthopaedic Patients, the PA/CA will take medical histories, perform physical exams, order and interpret laboratory and diagnostic tests, perform selected diagnostic and therapeutic procedures, prescribe medications and provide patient education and counseling as required. They will also participate in collecting information for consultations in the Emergency Department, as well as providing surgical assistance.

The PA/CA will be able to perform their duties with physician supervision. Physician supervision will vary in intensity depending on the skill of the PA/CA.

Notwithstanding the above, it is recognized that the individual supervising surgeon may elect to review any and all cases at their discretion, though it is suggested that the PA/CA be allowed to function at their maximum level of competency.

The position of PA/CA functions in a manner consistent with, and supports the mission, vision and values of the Interlake – Eastern Regional Health Authority.

In situations where the PA/CA has no orthopaedic surgical assisting scheduled, and clinical care for orthopaedic patients has been completed, and medical records are up to date (i.e. there are no other orthopaedic patient related duties to complete), they will make themselves available to other surgical services to function in a role similar to that described for the orthopaedic service.

Interlake-Eastern RHA is committed to responding to the [Truth and Reconciliation Commission of Canada's Calls to Action](#) and creating working environments free of racism for both clients and employees. All staff members are encouraged to seek and identify patterns of harm towards Indigenous, black and marginalized clients and employees and to take actions to disrupt any form of racism. Collectively and individually, we are growing cultural competency capacity by implementing the region's anti-racism action plan.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include, but are not limited to the following:

The role of the PA/CA on the Orthopaedic Surgical Service is to assist surgeons in providing clinical care and be an active member of the care team. Considering this, it is the position of the Physician group that the PA/CA on duty will function as outlined below:

- The PA/CA will attend rounds on the Surgical ward as assigned and will assist with the assessment of lower complexity patients as required by the request of the Charge Nurse or the Surgeon.
- Higher acuity/complexity cases (emergent patients/multisystem patients) should be managed by the surgeon whenever possible.
- The PA/CA will perform surgical assisting as assigned and participate in the surgical assist rotation.
- The PA/CA will do the initial work-up for surgical consultations as assigned.
- The PA/CA will assist with the completion of Medical Reconciliation forms as requested by the Surgeon.
- Will complete charting on orthopaedic patients as required (for example post-operative orders, OR note in progress sheets, discharge summaries)

- Will provide clinical back-up and expertise for the patient virtual portal (“pre- and post-operative virtual care app”)
 - Will provide clinical back-up and support for the outpatient orthopaedic follow up clinic.
 - The PA/CA will assist with any other duties deemed appropriate by the Surgeon.
 - Pursuant to the Health System Governance and Accountability Act, Interlake- Eastern Regional Health Authority is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.
-

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Physician Assistant/Clinical Assistant Designation
- Current active practicing registration as a Physician Assistant/Clinical Assistant with College of Physicians and Surgeons Manitoba (CPSM)
- Current certification from a recognized Healthcare Provider Basic Life Support (BLS), or obtain within three (3) months of commencing employment
- Current certification with ACLS from a recognized Health Care Provider or obtain within three (3) months of commencing employment

REQUIRED KNOWLEDGE:

- Must have completed the following:
 - ACLS
- Excellent knowledge of Windows based programs (Microsoft Word, Excel, Outlook) and Internet.
- Knowledge of the currently used Electronic Medical Record and eChart.
- Current knowledge and experience in the areas of Social Determinants of Health, understanding the impacts these have on sustainable behavior change and overall health outcomes.
- Knowledge of acts or legislation that govern practice, i.e., Manitoba Public Health Act, Canadian Immunization Guide, Child and Family Services Act, Mental Health Act, Personal Health Information Act and other relevant legislation.
- Knowledge of cultural differences in human interaction and recognizes the impact of culture on the therapeutic process and modifies professional practice accordingly.
- Knowledge of assessment, treatment, health promotion, chronic disease management, disease screening, population health concepts, community development and quality improvement.
- Strong knowledge and understanding of current standards of practice, code of ethics and best practice guidelines.

EXPERIENCE REQUIRED:

- Recent surgical experience would be considered an asset.
- Current level of function should be consistent with level IV.

SKILLS/COMPETENCIES:

- Surgical assist technical skills.
- Effective written and verbal communication skills.
- Demonstrate interpersonal skills through clear communication and positive behavior.
- Ability to respect and promote a culturally diverse population.
- Ability to work effectively in a multi-disciplinary team.
- Good organizational skills and the ability to work independently.
- Effective conflict resolution skills and sound clinical judgment.
- Ability to facilitate learning based on learner's age, educational level, need/ or readiness to learn in either the one-on-one or group setting; apply Adult Learning principals.
- Demonstrate professional leadership in the delivery of quality hospital care.
- Demonstrate ability to foster an interdisciplinary, collaborative environment that supports quality, client care/quality improvement and an empowered practice model.
- Valid Manitoba driver's license.
- Mental and physical ability to meet the demands of the position.
- Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Completes and maintains a satisfactory pre-employment security check.
- Satisfactory employment record.

Key Working Relationships:

- Chief Medical Officer or designate
- Regional Surgical Lead of Selkirk Regional Health Centre
- Regional Orthopaedic Lead of Selkirk Regional Health Centre
- Health Services Manager, OR/Regional Endoscopy/Regional MDR
- Supervising Surgeons(s)
- RN's, GN's, LPN's, RPN's
- Health Unit Clerks
- Clients/Patients/Residents

WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - May be required to travel throughout the region as duties may require.
 - No hazardous or significantly unpleasant conditions.
 - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
-

WORKPLACE SAFETY AND HEALTH

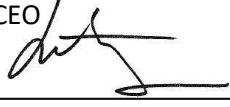
The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow-up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Manitoba Association of Safety in Healthcare (MASH), Workplace Safety and Health Regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Use personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day-to-day activities. Follows all safe work practices and procedures and immediately communicates any activity or action, which may constitute a risk to patient safety.

Created:	December 1, 2025	

	Date	
Revised:	_____	
	Date	
Approved by:		December 02, 2025
	_____	_____
	Regional Manager/ Supervisor	Date
Approved by:		December 2, 2025
	_____	_____
	Vice President/ CEO	Date
Reviewed by:		February 10, 2026
	_____	_____
	Vice President, Human Resources	Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.