Interlake-Eastern
Regional Health Authority

POSITION DESCRIPTION

POSITION TITLE: PHYSICIAN ASSISTANT/CLINICAL ASSISTANT – EMERGENCY/HOSPITAL

DEPARTMENT: PHYSICIAN SERVICES

CLASSIFICATION: PHYSICIAN ASSISTANT / CLINICAL ASSISTANT

UNION: PHYSICIAN AND CLINICAL ASSISTANTS OF MANITOBA (PCAM)

REPORTING RELATIONSHIPS

POSITION REPORTS TO: SUPERVISOR, MEDICAL SERVICES

POSITIONS SUPERVISED:

POSITION SUMMARY

The Physician Assistant/ Clinical Assistant (PA/CA) is an integral member of a multi-disciplinary team range of patient centered health care services to individuals, families and communities at all life stages. The PA/CA practices within a formalized collaborative structure with Physicians oversight and regulation. The PA/CA's collaborate with patients, families and an inter-professional team of health professionals.

The Site Medical Lead (as applicable) is responsible for the overall operational supervision of the PA/CA, however the physician(s) working in the ED and covering inpatients on any given day, and using the support of the PA/CA is(are) directly responsible for the PA/CA and the work performed on any given shift. The most responsible physician has the final authority regarding management decisions in all cases.

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.

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 physician 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.

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 is to assist physicians in the work of the covering inpatients and the Emergency Department. The PA/CA is to be an active member of the care teams.

Considering this, it is the position of the Physician group that the CA on duty will function as outlined below:

- Managing inpatients including help with admission, discharges, daily assessments and charting.
- Managing lower acuity or less complex patients and assisting with higher acuity/complexity cases (emergent patients/multisystem patients) who are being directly managed by the on duty physician to maintain the maximum flow of patients through the department, and to allow the physician to remain more available for higher complexity patients.
- Assisting with /carrying out procedures (eg. casting, suturing, paracentesis) at the Supervising Physician's request.
- Supporting and/or being the lead provider for resuscitations under the direction of a supervising physician.
- Accompanying patients on inter-facility transfers at the request of the on call physician.
- Assisting with the completion of Medical Reconciliation forms on admitted patients as requested.
- Being present at morning physician sign-over and assisting the physician on duty, maintaining daily rounds and being an active member of the care team.
- 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:

- 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 ethics and best practice guidelines.

EXPERIENCE REQUIRED:

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

SKILLS/COMPETENCIES:

- Effective written and verbal communication skills.
- Demonstrates interpersonal skills through clear communication and positive behavior.
- Ability to respect and promote a cultural 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.
- Demonstrated professional leadership in the delivery of quality hospital care.
- Demonstrated 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
- Site Medical Lead
- 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). Uses 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 facilitys' 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: October 23, 2023
Date

Revised: February 2026
Date

February 23,2026

Approved by: _____ _____
Regional Manager/ Supervisor — Date

February 23,2026

Approved by: _____ _____
Vice President/ CMO — Date

March 6, 2026

Reviewed by: _____ _____
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.