



POSITION DESCRIPTION

POSITION TITLE:	PHYSICIAN ASSISTANT/CLINICAL ASSISTANT - MEDICINE
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 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 is responsible for the overall operational supervision of the PA/CAs, however the on-duty hospitalist is directly responsible for the PA/CAs and the work performed on any given shift. The on-duty hospitalist 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 hospitalist on duty 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.

ESSENTIAL FUNCTIONS AND DUTIES

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

The role of the PA/CA on the Medicine ward is to assist the Hospitalist on duty, maintaining daily rounds and be an active member of the care team. Considering this, it is the position of the Physician group that the CA on duty will function as outlined below:

- Higher acuity/complexity cases (emergent patients/multisystem patients) should be managed by the on-duty hospitalist whenever possible.
 - The PA/CA will attend all rounds on the Medicine ward and will assist with the reassessment of the lower complexity patients as required by the request of the Charge Nurse or the Hospitalist.
 - The PA/CA will assist with the completion of Medical Reconciliation forms on admitted patients as requested by the Hospitalist.
 - The PA/CA will assist with any other duties deemed appropriate by the Hospitalist.
 - Pursuant to the Regional Health Authority 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.
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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 ethics and best practice guidelines.

EXPERIENCE REQUIRED:

- Recent experience on the Medical Ward 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 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.
- 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.
- Completes and maintains a satisfactory pre-employment security check.
- Satisfactory employment record.

Key Working Relationships:

- Chief Medical Officer
- Medical Site Lead of SRHC
- Supervising Physician(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 bases and manages assigned duties accordingly.
- No hazardous conditions.

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 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 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.
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Created: October 3, 2023
Date

Revised: _____
Date

Approved by: _____
Regional Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

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.