



JOB DESCRIPTION

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| Job title | <i>Physician Assistant</i> | FLSA Class: | <i>Exempt</i> |
| Department | <i>Medical Clinic</i> | Position Type: | <i>Full Time</i> |

Job purpose

Chinatown Service Center (CSC) is a multi-service, community health center that provides compassionate, multi-lingual, and culturally sensitive care to Chinatown, San Gabriel Valley, and beyond. Our mission is to provide outstanding services and advocacy that promote a better quality of life and equal opportunity for immigrants and other communities.

Under the Chief Medical Officer's supervision, the PA is responsible for providing high-quality patient care by utilizing his/her medical knowledge and patient care skills. Under the California Code of Regulations, the PA would perform primary health, pediatric and family planning services to patients. The PA will be responsible in collaboration with their supervisor in the review of medical records.

Duties and responsibilities

A. Patient Care

- Review patient files/records, including allergies, problems, medications, and immunization status.
- Elicits and records information about the 'patient's medical history.
- Examines patients for symptoms or physical information.
- Orders and executes various test analyses and diagnoses condition of the patient.
- Administers or prescribes treatments.
- Determines and prescribes medication, dosage, and schedule, given the patient's condition and allergies.
- Discusses any possible side effects of medication or immunization with patient and parent.
- Prescribes and administers vaccinations to immunize patients from communicable diseases.
- Promotes health by advising patients and parents about diet, hygiene, and methods to prevent diseases.
- Conducts patient's visits, including medical history, physical exam, diagnoses, and action plan.
- Follows up with patient regarding progress in high risk or emergency cases.



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- Conducts physical examinations to provide the information needed for school admission, consideration for jobs, or eligibility for insurance coverage.
- Dispensing medications to patients as needed.

B. Program Evaluation and Quality Management

- Document reports under guidelines according to legal, medical, and clinic protocols.
- Assist management in drafting patient education materials.
- Analyze and recommend changes in medical procedures, protocols, and policies.
- Provide training to staff in medical procedures and protocols.
- Oversee the quality control checklist to ensure it is updated and accurate.
- Attend weekly clinic staff meetings, committee meetings, and other department meetings.
- Maintain the necessary educational requirements for the PA license.
- Attend workshops and training sessions as appropriate and as required.
- Available to participate in any clinic outreach activities or agency-wide events, as requested.
- Prepare and provide health education as needed.

C. HIPAA Compliance and Safety

- Maintain the privacy of all patient, employee, and volunteer information and access such information only on a need to know basis for business purposes.
- Comply with all regulations regarding corporate integrity and security obligations by reporting unethical, fraudulent, or unlawful behavior or activity.
- Maintain current knowledge of policies and procedures as they relate to safe work practices.
- Follow all safety procedures and report unsafe conditions.
- Use appropriate body mechanics to ensure an injury-free environment.
- Be familiar with the location of the nearest fire extinguisher and emergency exits.
- Follow all infection control procedures, including blood borne pathogen protocols.
- Respond promptly and with caring actions to patients. Acknowledge psychosocial, spiritual, and cultural beliefs and honor these beliefs.
- Maintain a professional working relationship with all levels of staff, clients, and the public.
- Be part of a team and cooperate in accomplishing department goals and objectives.

D. Other duties as assigned.

Qualifications

- Current Furnishing Number



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- BLS/CPR Certified
- DEA – X-waived - Preferred
- Proven work experience in Primary Care, Pediatrics or Urgent Care.
- Knowledge of medical guidelines and procedures regarding examination, therapy, and recovery
- Must demonstrated continued proficiency by taking continuing education courses relevant to patient needs and clinical privileges utilized at CSC.
- Familiarity with advancements in medical technology and current know-how
- Problem-solving skills and ability to multi-task
- Caring and compassionate
- Team player with good communication skills
- Masters in Physician Assistant Studies, Health Science or Medical Science
- Bilingual in English and Spanish or Mandarin/Cantonese – preferred.

Direct reports

CMO