

# J O B    D E S C R I P T I O N

THE JOHNS HOPKINS HOSPITAL

Job Title:            Physician Assistant Surgical Resident Department:        Various Personnel Area:    JHH	DSM Code: 10033400 Pay Grade: XR Date Revised: 1-1-11
<input checked="" type="checkbox"/> <i>Exempt</i> <input type="checkbox"/> <i>Non-Exempt</i> <input type="checkbox"/> <i>Bargaining Unit</i>	

**POSITION SUMMARY:**

This Residency is geared towards the intensive education and practice of PAs in the perioperative care of surgical patients. Residents will receive initial didactic, clinical and laboratory education throughout the year. Physician Assistant residents will rotate through selected surgical experiences. The core rotations will include GI, Thoracic, Transplant, Vascular Plastics, and Cardiac Surgery. A one month rotation through the surgical ICU will be provided as well as an additional elective surgical rotation at a JHH affiliated hospital. When on rotations, Physician Assistant Residents will be working within a team to provide comprehensive and consistent care for patients.

**COMPETENCIES:**

- A.      *Education:*                                      Currently enrolled in and expected graduation from an ARC-PA approved Physician Assistant program.
- B.      *Knowledge:*                                      A comprehensive understanding of clinical and/or surgical procedures, patient care procedures, medical protocols and testing procedures. Knowledge of medical terminology, Anatomy, Physiology, Chemistry, Psychology, Pharmacology, Clinical Medicine, Radiology, Microbiology and Pathology.
- C.      *Skills:*    The analytical ability necessary to evaluate and determine health status of patient and implement proper care plan. Interpersonal skills necessary to interview, teach and counsel patients; instruct health care personnel on procedures and treatment. Ability to analyze and evaluate patient history, physical examination findings and laboratory values. Perform history and physical, make preliminary diagnosis for review by physician and Issue diagnostic orders. Perform and interpret EKG. Repair lacerations, incision and debridement of abscess, apply splints and change wound dressings. Line care per protocol. Debridement of wounds, assist in surgery, phlebotomy, peripheral IV lines, blood gases and foley placement and removal.
- D.      *Required Licensure, Certification, Etc.:*                                      - Board certified (or certification-eligible for new graduates) by the National Commission on Certification of Physician Assistants. Current CPR certification required.

- If you order or refer items or services for Medicare beneficiaries and you do not have an enrollment record in the Provider Enrollment, Chain and Ownership System (PECOS), you will need to submit an enrollment application to Medicare to be eligible for employment.

E. *Work Experience*

Zero to twelve months related experience.

F. *Machines, Tools, Equipment:*

PC and PC applications and other general office equipment. General medical devices used by physicians.

**DIMENSIONS:**

A. *Budget Responsibility:*

Effectively uses resources within control.

B. *Authority/Decision Making Level:*

Rotates throughout the year in several surgical subspecialties and understands and follows the procedures established in each department. Makes decisions regarding work processes based on established guidelines. Prioritizes and organizes work to meet changing conditions.

C. *Supervisory Responsibility:*

None

**PROBLEM SOLVING:**

Uses defined procedures to accomplish work. Uses specific body of knowledge to originate solutions to patient related problems.

**INFORMATION MANAGEMENT:**

Reads and understands written physician orders, product directions and/or patient care staff notes. Understand and use hospital forms, requisitions, purchase orders, etc.

**WORKING CONDITIONS:**

- Works in normal patient care areas where there are few physical discomforts due to dust, dirt, noise and the like.
- Exposure to hazards due to infectious specimen and contagious diseases, but potential for harm or personal injury is limited when proper safety and health precautions are followed.
- Ability to concentrate during surgical procedure while assisting physician.
- Ability to walk and stand for long periods of time.

**APPROVALS:**

Name	Title	Date
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Name	Title	Date
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**This document is intended to describe the general nature and level of work being performed by people assigned to this classification. It is not to be construed as an exhaustive list of all job duties performed by personnel so classified.**

# J O B   D E S C R I P T I O N

THE JOHNS HOPKINS HOSPITAL

**Job Title:** Physician Assistant

<b>RELATIONSHIPS</b>			
<b>INTERNAL CUSTOMERS</b>		<b>EXTERNAL CUSTOMERS</b>	
<b>Who:</b>	<b>Why:</b>	<b>Who:</b>	<b>Why:</b>
Physicians	To provide patient care	Patients	To get and receive information
Nurses	To get and receive information regarding patients	Family and visitors	To give and receive information
Administrative Staff	To get and receive information regarding patients	Vendors	To keep abreast of new equipment

# J O B      D E S C R I P T I O N

THE JOHNS HOPKINS HOSPITAL

Job Title: Physician Assistant

Medical Director
Next Management Level

Lead Physician Assistant
Immediate Supervisor

Physician Assistant
This Position

- ⊞
- ⊞
- ⊞
- ⊞
- ⊞

*List/Define Teams or Collaborative Grouping*

**Job Classifications also Reporting to Immediate Supervisor**


**Job Classifications Reporting to This Position**



**JOB DESCRIPTION -- PERFORMANCE REVIEW**  
**E S S E N T I A L J O B F U N C T I O N S**  
 THE JOHNS HOPKINS HOSPITAL

Employee Name _____ Manager Name _____ Review Period _____	Job Title _____ Department _____ Functional Unit _____	Performance Review Date _____ Employee Signature _____ Manager Signature _____
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Essential Job Functions/Performance Standards Needed to Achieve Goals	Measures (Quality, Quantity, Time)	Wt.	0, 1, 2, 3, 4	Score
<b>I. Treatment Plan Responsibilities</b> A. Develops care/treatment plan.  B. Provides information to staff regarding patient's care plan and condition.	A1. Consistently develops effective care/treatment plan for assigned patients according to established protocols and procedures. A2. Regularly confers and consults with appropriate supervisory physician and/or other pertinent professionals before implementing treatment plan. A3. Consistently structures all patient care plans to meet educational, physical and social needs appropriate to the patient's age.  B1. Consistently provides relevant patient care information to the appropriate staff member according to department guidelines. B2. All information is delivered in a timely manner.			
<b>II. Technical</b> A. Performs treatment procedures as required  B. Provides wound care.	A1. May start I.V. lines, applies plaster casts, applies traction and splints, assists in the placement of tubes, and sutures cuts and wounds as appropriate according to physician orders. A2. Consistently uses all available resources and personal knowledge regarding principles of growth and development to accurately interpret patient information and provide care appropriate to the age of the patients served.  B1. Effectively removes and/or reinforces sutures as directed by physician orders and according to department guidelines. B2. Continually evaluates wounds, changes dressings and performs wound care according to established guidelines.			

Essential Job Functions/Performance Standards Needed to Achieve Goals	Measures (Quality, Quantity, Time)	Wt.	0, 1, 2, 3, 4	Score
C. Performs diagnostic tests.	C1. Regularly obtains appropriate specimens from patients and performs routine laboratory tests and procedures within an agreed upon time frame. C2. Consistently performs appropriate diagnostic tests such as EKG's, and/or holter monitors. C3. Consistently orders appropriate non-routine laboratory tests/ procedures and radiological tests, as required. C4. Consistently initiates effective diagnostic work-ups of fever.			
<b>III. Surgical Responsibilities</b> A. Prepares patient for surgery  B. Writes pre- and post-operative orders  C. Provides first or second assist in operating room.	A1. Consistently shaves, scrubs and drapes surgical field as appropriate and following sterile techniques. A2. Effectively inserts appropriate monitoring equipment, such as urinary catheters and temperature probes according to established guidelines.  B1. Consistently writes accurate and complete laboratory tests, medications, and care plans for; review by physician; according to established procedures and protocol.  C1. Consistently provides appropriate assistance to physicians in OR according to established guidelines.			
<b>IV. Patient Care</b> A. Monitor patients progress and condition.  B. Attends outpatient clinics and assists with patient management. C. Obtains patient history.  D. Performs patient care and physical examinations.  E. Prepares patient summaries.	A1. Regularly attends medical rounds with physician or members of medical staff upon request.  B1. Regularly attends all outpatient clinics assisting with patient management when necessary. C1. Ensure that the patient is as comfortable as possible. C2. Effectively interviews patients, obtaining an in depth history within an agreed upon time frame.  D1. Consistently performs complete physical examinations on patients in inpatient or outpatient settings according to established guidelines. D2. Consistently uses knowledge of principles of growth and development accurately interpreting information to provide care appropriate to the age of the patients served on the unit.  E1. Consistently prepares complete and accurate patient			

Essential Job Functions/Performance Standards Needed to Achieve Goals	Measures (Quality, Quantity, Time)	Wt.	0, 1, 2, 3, 4	Score
<p>F. Attends outpatient clinics and assists with patient management.</p>	<p>summaries (discharge, transfer, etc.) within an agreed upon time frame and according to departmental guidelines.  E2. Regularly assists with patient assessment upon request.</p> <p>F1. Attends all scheduled outpatient clinics.  F2. Regularly assists with patient management upon request.</p>			
<p><b>V. Liaison Responsibilities</b>  A. Acts as liaison and facilitates communication between other medical services (social work, rehabilitation medicine, etc.).</p>	<p>A1. Effectively coordinates sessions/discussions between own team and other consulting medical services when necessary.  A2. Consistently requests consultations with appropriate departments when necessary.</p>			
<p><b>VI. Education Responsibilities</b>  A. Provides instruction and guidance to patients and family members.   B. Maintain current knowledge of procedures and healthcare plans and protocols.</p>	<p>A1. Regularly gives effective, complete and accurate instructions regarding good health maintenance including disease prevention and home health care according to department guidelines and under the supervision of a physician.   B1. Regularly attends continuing education programs as scheduled.</p>			



JOB DESCRIPTION -- PERFORMANCE REVIEW  
**S E R V I C E   S T A N D A R D S**  
 THE JOHNS HOPKINS HOSPITAL

Employee Name _____ Manager Name _____ Review Period _____	Job Title _____ Department _____ Functional Unit _____	Performance Review Date _____ Employee Signature _____ Manager Signature _____
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Service Standards Needed to Achieve Goals	Measures (Quality, Quantity, Time)	Wt.	0, 1, 2, 3, 4	Score
<b>I. CUSTOMER RELATIONS</b>  A. Treats customers (guests, patients, physicians, and other employees) with courtesy, respect, and caring behaviors.  B. Responds quickly and appropriately to customer requests.  C. Anticipates customer needs and initiates action to meet those needs.	A-1 Introduces self to customer, presents purpose of interaction and/or asks "how may I help you?"	<u>.05</u>		
<b>II. SELF-MANAGEMENT</b>  A. Presents a positive image of Johns Hopkins through professional appearance and behavior.  B. Identifies own areas of development and seeks opportunities for personal and professional growth.  C. Carries out responsibilities in a timely fashion requesting assistance as needed.	A-1 Conforms to departmental dress standards and adheres to The Johns Hopkins Hospital Employee Code.  C-1 Completes assignments within deadlines or negotiates alternative actions and time frame to achieve outcomes.			
D. Knows, understands and abides by the policies and procedures of The Johns Hopkins Hospital.	D-1 Provides excellent customer service while adhering to Hospital and departmental policies.	<u>.05</u>		

Service Standards Needed to Achieve Goals	Measures (Quality, Quantity, Time)	Wt.	0, 1, 2, 3, 4	Score
	<p>D-2 Completes annual education requirements for Infection Control &amp; Safety.</p> <p>D-3 Follows <u>all</u> Infection Control and Safety procedures regarding hand washing, isolation/precautions, universal and the occupational health requirements for immunization and tuberculosis testing.</p> <p>D-4 Adheres to Confidentiality Statement.</p>			
<p><b>III. TEAMWORK</b></p> <p>A. Works cooperatively within own unit/department and with other units and departments.</p> <p>B. Willingly accepts additional responsibility, tries to make others' jobs easier.</p> <p>C. Recognizes and supports the skills and qualities of others.</p> <p>D. Willingly exchanges appropriate and professional information with co-workers.</p>	<p>A-1 Responds to requests from co-workers or other departments in a mutually agreed upon time frame.</p> <p>B-1 Seeks opportunities to assist co-workers without compromising individual responsibilities.</p> <p>D-1 Shares pertinent ("need to know") information with co-workers; shares job knowledge.</p>	<u>.05</u>		
<p><b>IV. COMMUNICATIONS</b></p> <p>A. Listens to customer needs and responds in a courteous and tactful manner.</p> <p>B. Provides timely feedback to the appropriate customer in a clear and concise manner.</p> <p>C. Uses professional judgment in providing information based on the situation and is sensitive to individual and organizational concerns.</p> <p>D. Consistently ensures that information known about the customer is kept private and confidential.</p>	<p>A-1 Makes appropriate eye contact with customers, articulates back to the customer their needs and ensures follow-through on requests.</p> <p>D-1 Discusses customer information privately with appropriate persons.</p>	<u>.05</u>		

Service Standards Needed to Achieve Goals	Measures (Quality, Quantity, Time)	Wt.	0, 1, 2, 3, 4	Score
<p><b>V. OWNERSHIP/ACCOUNTABILITY</b></p> <p>A. Treats customers' property, and Johns Hopkins' property with care and respect.</p> <p>B. Demonstrates conservation and responsible use of resources.</p> <p>C. Contributes to the safety and security of the Johns Hopkins environment through personal actions.</p>	<p>A-1 Uses and maintains Johns Hopkins' equipment, furnishings and facilities as intended.</p> <p>C-1 Immediately reports safety and security problems to the appropriate persons.</p>	<u>.05</u>		
<p><b>VI. CONTINUOUS PERFORMANCE IMPROVEMENT</b></p> <p>A. Effectively and efficiently fulfills responsibilities to achieve the greatest benefit at an acceptable cost.</p> <p>B. Continually strives to suggest and implement ways to improve personal, departmental and institutional performance.</p>	<p>A-1</p> <p>B-1 Identifies and recommends ways to improve efficiency and/or outcomes in work standards.</p>	<u>.05</u>		