



Job Code: 1816
Grade: PA1
HCWR: N

Job Title
Physician Assistant (Surgery)

Department
Surgery Administration

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

The Surgery Physician Assistant (PA), in collaboration with a Surgery Physician, provides exceptional care to a diverse surgery patient population and provides support to other divisions of surgery as needed. The PA in Surgery evaluates patients and develops assessment plans, place orders and develops treatment plans in the outpatient surgery clinics. The PA completes the preoperative assessment, assists the Surgery Attending in surgery, and follows the patient post-operatively. The PA communicates with patients and families regarding education for wound care, diet and exercise. The PA orders necessary supplies for the procedures, performs outpatient procedures including but not limited to casting, splinting, mole removal and punch biopsies. The PA demonstrates flexibility and teamwork to facilitate completion of duties and ensures patients are adequately prepared for surgery. Performs all duties with the legal guidelines of the Physician Assistant Practice Act and Cook County Health policies.

Typical Duties

- Works collaboratively with physicians, fellows/residents, nurses, and other allied health staff to provide all phases of high-quality patient care for surgery patients
- Provides independent preoperative physical assessment, coordination of patient care and patient management for a variety of surgery indications
- Orders and interprets diagnostic tests to differentiate between normal variations and abnormal deviations; refers patients with abnormal results to consult with a physician
- Performs diagnostic and therapeutic procedures as delegated; performs simple surgical procedures including casting, splinting, management of wounds, incision and drainage, suture and staple placement and removal, aspirations, and injections
- Performs primary surgery care in an outpatient independent clinic
- Prescribes and dispenses legal drugs and controlled substances as delegated
- Assesses, diagnoses, and treats adult patients
- Provides and manages direct patient care
- Conducts patient's health needs assessments
- Obtains comprehensive history and performs detailed physical examinations to determine accurate diagnosis
- Orders appropriate diagnostic tests or lab work necessary, i.e. x-ray, magnetic resonance imaging (MRI), complete blood count (CBC), etc.
- Informs and effectively communicates patient test results and/or diagnosis
- Identifies and communicates with collaborating physician any patient care issues; offers research guided recommendations for improvement initiatives if applicable
- Assists in minor surgery and first assist in major surgery
- Develops and implements patient management plans in providing continuity of care



Typical Duties

- Performs procedures, treatments, and other subspecialty dependent modalities within the scope of the collaborating physician to improve patient outcomes
- Performs pain management and understands when to administer appropriate techniques and methods in Anesthesia, Advanced Wound Management, Diagnostic/Therapeutic procedures Diagnostic Radiology Interpretation, Operative/Perioperative Care

Minimum Qualifications

- Graduate of an Accreditation Review Commission (ARC) Physician Assistant program
- Board Certified by the National Commission on Certification of Physician Assistants (NCCPA) or ability to obtain certification prior to starting employment
- Valid Physician Assistant license in the State of Illinois or have the ability to obtain license prior to starting employment
- Valid Illinois Controlled Substances License (ILCS) or ability to obtain license within six (6) months of starting employment
- Valid licensure with the Federal DEA or ability to obtain license within six (6) months of starting employment
- Must possess a Basic Life Support (BLS) certification

Preferred Qualifications

- NA

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of proper hand hygiene and hand washing techniques
- Knowledge of infectious control policies and procedures
- Thorough knowledge of Physician Assistant practices and principles and the ability to apply them in a clinical setting
- Knowledge and use of Microsoft Office applications and electronic medical record
- Excellent Physician Assistant clinical and technical skills
- Knowledge and skill to perform mathematical accuracy in measuring and dispensing medication
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Strong customer service and empathy skills
- Demonstrates good computer and typing skills
- Demonstrate good phone and email etiquette skills with strong response times
- Demonstrate analytical and organizational, problem-solving, critical thinking, and conflict management/resolution skills
- Demonstrate attention to detail, accuracy, and precision
- Ability to effectively communicate while maintaining HIPPA for Protected Health Information (PHI)
- Ability to multi-task and meet deadlines in a fast paced and stressful environment
- Ability to adhere to department policies and standards utilizing best practices



Knowledge, Skills, Abilities and Other Characteristics

- Ability to maintain a professional demeanor and composure when challenged
- Ability to function autonomously and as part of a multidisciplinary team
- Ability to see and hear clearly (including with correction)
- Ability to tolerate exposure to unpleasant noise, odor, and temperature

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.