

**FULTON COUNTY MEDICAL CENTER
POSITION DESCRIPTION**

POSITION TITLE: PHYSICIAN EXTENDERS
REPORTS TO: DIRECTOR OF EMERGENCY DEPARTMENT
DATE: January 2011

I. POSITION SUMMARY:

Assesses, plans, implements and evaluates individual care of Emergency Department patients with shift accountability. Determine appropriate diagnostic and therapeutic procedures and develops treatment options. Provide acute and chronic patient care including taking histories, doing physicals, monitoring therapies, giving injection and medications. Perform minor procedures. Triage patient calls and evaluate patient problems. Document patient information and care provided in patient record. Initiate and/or completes all administrative tasks and acquires all necessary information, instructions or materials. Educate patients and families as appropriate. Provide continuity of care in collaboration with other health care professionals as appropriate.

II. EDUCATION REQUIREMENTS/LICENSURE/CERTIFICATION/REGISTRATION:

Graduation from an accredited Physician Assistant Program or approved Nurse Practitioner Program with current license to practice in the State of Pennsylvania. Current BLS certification. ACLS certification within one year of hire date.

III. CUSTOMER FOCUSED EXPECTATIONS:

While performing the essential functions of this position, the Physician Extender will strive to keep the mission, vision, and values of the Fulton County Medical Center, and be committed to the improvement and best interests of the facility and the service provided by the Emergency Department.

IV. TYPICAL PHYSICAL DEMANDS (Subject to modification or accommodation as required):

1. Work involves standing/walking 90% of the time, with frequent exertion of physical effort in positioning, lifting, or moving patients and equipment; bending, squatting, twisting and kneeling during normal shift.
2. Standing or walking throughout the facility frequently.
3. Sitting occasionally on a hard or cushioned chair.
4. Reach to heights of up to two feet overhead.
5. Ability to move rapidly in response to unpredictable emergencies that could happen one or more times per shift.
6. Demonstrates near visual acuity with color perception in order to decipher fine print.
7. Demonstrates auditory acuity sufficient to hear phone conversations, overhead pages and alarms.
8. Ability to operate hand and foot controls on beds and wheelchairs.
9. Demonstrates manual dexterity, digital sensitivity and flexibility.
10. Demonstrates good hand/eye coordination.

V. TYPICAL MENTAL DEMANDS (Subject to modification or accommodation as required):

1. Demonstrates the ability to work under pressure or stress.
2. Demonstrates the ability to communicate effectively in both written and verbal form.
3. Demonstrates the ability to establish priorities among the essential functions of the job and coordinate these functions with others.
4. Demonstrates the ability to speak, read, and writes the English language.

VI. WORKING CONDITIONS:

Exposure to electrical current, infectious diseases, and blood-borne pathogens. May be required to wear respirator.

VII. EQUIPMENT TO BE USED:

All equipment used to perform patient care and for satisfactory performance of the position.

VIII. FACILITY WIDE COMPETENCY REQUIREMENTS (see attached)

IX. ESSENTIAL FUNCTIONS (see attached)

X. NON-ESSENTIAL FUNCTIONS (see attached)

Signature

Date



Employee Name:	Department:	Current Title: Physician Extenders	Supervisor Name/Title:
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Methods of Measurement include the following:

<input type="checkbox"/> Peer	<input type="checkbox"/> Supervisor	5.0 – Outstanding (Exceptional; consistently exceeds expectations)	<input type="checkbox"/> Mid Probation 45 days after hire
<input type="checkbox"/> Self		4.0 – Exceeds Expectation; (consistently meets, and frequently exceeds expectations)	<input type="checkbox"/> End Probation 90 days after hire
Review Period:		3.0 – Competent (conforms to standards, meets expectations)	<input type="checkbox"/> Annual
From _____ TO _____		2.0 – Needs improvement (does not consistently meet expectations)	
		1.0 – Unacceptable (significantly below standard and unsatisfactory)	
			Combined Overall Score: _____

	FACILITY WIDE COMPETENCY	SELF	COMBINED	COMMENTS
	INSTITUTIONAL AND/OR PROFESSIONAL STANDARDS <ul style="list-style-type: none"> Comply with regulatory agencies, and institutional operating systems. Adhere to all Hospital Policies and Procedures as they apply to the area. Knowledge and adherence to Infection Control and Environment of Care Guidelines and Procedures as they are described in the annual education module. Protect patient/customer confidentiality. Comply with HIPAA regulations as they apply to the job. 			
	PERFORMANCE IMPROVEMENT <ul style="list-style-type: none"> Adhere to current organizational Performance Improvement priorities. Participate in quality studies through data collect. Make recommendations and take actions to improve structure, system or outcomes. 			
	CUSTOMER SERVICE <ul style="list-style-type: none"> Demonstrate the values of the organization: respect, honesty, integrity, compassion, fairness, innovation and stewardship of our resources. Demonstrate commitment to serving the customer. Demonstrate excellence in communication with the customer. Create a welcoming environment for the patients, family and other interdisciplinary team members. 			

ESSENTIAL FUNCTIONS	SELF	COMBINED	COMMENTS
Performs medical tasks and procedures in accordance with assignment schedule			
Exercises appropriate level of medical decision making and provides a broad range of services under physician supervision.			
Collaborates with other health team members.			
Participates in performance improvement activities.			
Maintains membership in good standing on the allied health professional section of the medical staff of FCMC.			
Agrees to comply with established hospital and medical staff rules and regulations.			
Performs assessment on each patient and documents assessment.			
Develops and revises plan of care based on individual patient needs.			
Organizes time to account for workload using safe working habits.			
Priorities needs of patient according to changes in patient's condition and takes appropriate action.			
Maintains prompt, adequate and proper medical records with respect to all patients examined or treated.			
Demonstrates responsibility for patient teaching directly or indirectly.			
Performs functions of employee health physician when on duty, including employee physicals and treatment of on the job illness or injury.			
Serves as a resource person for staff to come to for unfamiliar policies and procedures and equipment.			
Demonstrates knowledge of nursing, administrative, Med Surg and infection control policies and procedures.			
Remains calm in emergency situations.			
Enforces accountability of self and the delivery of quality patient care.			
Assists physicians with procedures.			

ESSENTIAL FUNCTIONS	SELF	COMBINED	COMMENTS
Consults with members of the medical staff when such consultation is in the best interest of the patient or is required by established hospital or medical staff procedures.			
Supports Medical Staff Committees as assigned.			
Takes direction from Staff Physicians or other appropriate medical professionals.			
Functions as team leader and other duties assigned if needed.			
Demonstrates knowledge of chain of command to report problems with staff, physicians, other departments, unsafe equipment or conditions to ER Manager either verbally or written.			
Makes suggestions about areas which need to be examined for possible revision.			
Anticipates changes and actively supports them.			
Maintains and cleans equipment.			
Works efficiently with acutely ill patients.			
Works independently as a self-starter but can work as a cooperative team member.			
Embraces change and keeps current with knowledge of new treatment standards.			

NON-ESSENTIAL FUNCTIONS	SELF	COMBINED	COMMENTS
1. Participates in professional development activities: <ul style="list-style-type: none"> a. In-service classes or on-line courses. b. Shares knowledge with others. c. Reads in-house communications 			
2. Work Habits: <ul style="list-style-type: none"> a. Complies with attendance policies. b. Dresses according to the departmental dress code. c. Organizes times, sets priorities. d. Spends free time in a constructive manner. 			
3. Initiative and judgment: <ul style="list-style-type: none"> a. Makes necessary work related judgments based upon factual information. b. Completes assignments with minimal directions and in a timely manner. c. Adapts to a changing work load. 			

Comments:

Future Plans and Actions:

Employee Comments:

To update our files, please answer the following questions:
Have you received a higher education degree in past 12 months: ___ Yes ___ No
Please forward to Human Resources
Have you received a certification in the past 12 months: ___ Yes ___ No
Please forward to Human Resources

I have reviewed this Performance Evaluation

Employee Signature

Date

Evaluator Signature

Date

Department Head or Designee Signature

Date