

DUTY STATEMENT

Employee Name:

Classification: Physician Assistant	Position Number: 312-740-8016-906
Working Title: Physician Assistant	Work Location:
Collective Bargaining Unit: R19	Tenure/Time Base: Emergency Appointment
Center/Office/Division: Emergency Medical Services Authority, Disaster Medical Services Division	Branch/Section/Unit:

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others. Ability to effectively handle stress, multiple tasks and tight deadlines calmly and efficiently.

This position requires the incumbent to work irregular work hours (7 days a week, up to 12-hour shifts) and have the ability to accept a 14-consecutive-day deployment with the potential to decrease or extend (this means all personal appointments should be cleared before accepting an assignment); communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

Ability to work in the field in austere living conditions such as base camp style (or similar) housing/lodging to aid in emergency response and recovery activities and have the ability to self-sustain for the first 24 to 72 hours.

Travel statewide for extended periods of time and on short notice.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resources' Job Descriptions webpage](#).

Job Summary

The mission of EMSA is to prevent injuries, reduce suffering, and save lives by developing standards for and administering an effective statewide coordinated system of quality emergency medical care and disaster medical response that integrates public health, public safety, and healthcare.

Under general supervision of the Physician and Surgeon/authorized personnel, the Physician Assistant provides professional care to those who are injured or have become ill due to a disaster or major emergency.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Travel statewide for extended periods of time and on short notice.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☒ License/Certification: Physician Assistant license
- ☐ Other:

Essential Functions (including percentage of time)

35% As directed by the Physician and Surgeon/authorized personnel, provides diagnostic services such as taking health histories of patients; performing physical and mental status examinations; utilizing diagnostic techniques; evaluates physical signs and symptoms, orders and interprets necessary tests such as blood, EKG, X-ray, etc., to determine state of injury or medical status, established diagnosis for persons injured or ill, performs therapeutic procedures such as injections, immunizations, suturing and suture removal and setting fractures to prevent injury and reduce suffering utilizing medical standard of care guidelines and principles of disaster medicine.

25% As directed by the Physician and Surgeon/authorized personnel, responds to patients with life threatening emergencies delivering patient-centered care, administers medications and treatment as well as prescribes and administers medications for infection control, pain relief and other conditions as permitted to save lives and reduce suffering under the guidance of the Physician and Surgeon/authorized personnel.

20% As directed by the Physician and Surgeon/authorized personnel, maintains complete and current clinical records for patients evaluated and/or treated by the Physician Assistant to ensure accuracy and adequate patient care while following current charting protocols to ensure optimal patient care.

15% As directed by the Physician and Surgeon/authorized personnel, provides supervision for nurses, aides, and other personnel using principles of effective supervision to ensure adequate patient care following standard of care guidelines and disaster medicine protocols to ensure optimal patient care.

Marginal Functions (including percentage of time)

5% As directed by the Physician and Surgeon/authorized personnel, performs medical/administrative functions as necessary to fulfill the mission, goals, and objectives by utilizing medical and office equipment as needed and following standard of care guidelines to ensure optimal patient care.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name: _____ Date _____

Employee's Name: _____ Date _____

Supervisor's Signature _____ Date _____

Employee's Signature _____ Date _____

HRD Use Only:
Approved By: _____ Date _____