**UNIVERSITY OF SOUTHERN CALIFORNIA**

Physician Assistant

Job Code: 187627

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OT Eligible: No

Comp Approval: 7/5/2016

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**JOB SUMMARY:**

Performs diagnostic, therapeutic, preventive and health maintenance services under the direction and supervision of a licensed physician.

**JOB ACCOUNTABILITIES:**

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- Obtains detailed and accurate medical histories from patients. Performs appropriate physical examinations, delineates problems, and records the information.
- Develops and implements patient management plans, including the coordination of referrals to specialty and social services, the recording of progress notes and the provision of continuity of care.
- Performs and/or interprets common laboratory, radiological, cardiographic, and other routine diagnostic procedures used to identify pathophysiological processes.
- Performs procedures such as injections, immunizations, lumbar punctures, skin biopsies, suturing and wound care and manages conditions produced by infection or trauma.
- Provides continuity of care in the management of complex illnesses and injuries under the supervision of a physician. Performs evaluation and therapeutic procedures in response to life-threatening situations.
- Instructs and counsels patients regarding compliance with prescribed therapeutic regimens, family planning, emotional problems of daily living, and health maintenance.
- Facilitates the referral of patients to other health and social service agencies when appropriate.

Perform other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential: [ ] No  
[ ] Yes  

In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.
JOB QUALIFICATIONS:

Minimum Education:
Bachelor's degree

Minimum Experience:
1 year
Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:
Current California license for Physician Assistant and National Commission on Certification of Physician Assistant (NCCPA). Directly related experience in field.

Preferred Education:
Master's degree

Skills: Other:
Analysis
Assessment/evaluation
Clinical documentation
Communication -- written and oral skills
Computer
Counseling
Facilitation
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Organization
Planning
Problem identification and resolution

Skills: Machine/Equipment:
Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:
May oversee student, temporary and/or casual workers.

SIGNATURES:
Employee: ____________________________ Date: ____________________________
Supervisor: __________________________ Date: __________________________

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

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