UNIVERSITY OF SOUTHERN CALIFORNIA

Physician Assistant Fellow

Job Code: 187629

OT Eligible: No
Comp Approval: 11/14/2016

**JOB DESCRIPTION:**

Under the direction and supervision of a licensed physician and senior Physician Assistant Faculty, obtains detailed and accurate medical histories from patients. Develops and implements patient management plans. Performs routine procedures. Performs and/or interprets laboratory, radiological, cardiological, and other routine diagnostic procedures. Educates and counsels patients regarding compliance with prescribed therapeutic regimens. Responds to emergencies. Initiates treatment until relieved of duties by a physician.

**JOB ACCOUNTABILITIES:**

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>______</td>
</tr>
</tbody>
</table>

Under the direction and supervision of a licensed physician and senior Physician Assistant Faculty, obtains detailed and accurate medical histories from patients. Performs appropriate physical examinations, delineates problems, and documents the patient’s medical record according to insurance carrier reimbursement rules and regulations. Prepares discharge summaries, as assigned.

Develops and implements patient management plans. Coordinates referrals to specialty and social services and records progress notes and the provision of continuity of care.

Performs routine procedures, such as injections, immunizations, lumbar punctures, skin biopsies, suturing, wound care and manages conditions produced by infection or trauma.

Performs and/or interprets laboratory, radiological, cardiological, and other diagnostic procedures used to identify pathophysiological processes. Under supervision of a physician, performs evaluation and therapeutic procedures in response to life-threatening situations. May prescribe medications as a delegated responsibility from the attending physician.

Educates 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.

Responds to emergencies. Initiates treatment until relieved of duties by a physician.

Performs 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:**

0 - 6 months

Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**


**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 resource 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.

The University of Southern California is an Equal Opportunity Employer