

## **Physician Assistant (per diem)**

**Job Category:** Health and Counseling  
**Unit:** Student Health Services  
**Position Code:** SSHA8427A  
**Status:** Open  
**Closing Date:** Open until filled  
**Salary:** \$61.69 per hour  
**Location:** Campus Site

### **Background**

**check:** Background check and fingerprinting may be required

**Description:** Student Health Services (SHS) serves the campus by providing health promotion and medical services to all University of California, Merced students. Services are designed to enable students to get the most from their educational experience, minimizing the impact of illness, injury and emotional distress on their academic career. The SHS coordinates supplemental needs for off-campus care through a network of community specialists and hospitals.

Student Health Services provides a variety of medical services, which are similar to the outpatient care provided in a physicians' group practice. These services include primary and urgent/acute care, evaluation and guidance for individual health problems, family planning services, public health prevention programs, and health education.

Reporting to the Executive Director, the Physician Assistant per diem provides clinical and educational services in support of the overall operation of the Student Health Center. On behalf of the supervising physician, administers direct medical care, including diagnosis and treatment to patients utilizing written protocols and guidelines. In addition to a written delegation of services agreement, the Physician Assistant per diem shall report to the supervising physician directly or by telephonic or electronic communications. Individuals in this position must reflect a balance and understanding of both patient care needs and efficient operation of the Student Health Center. This position works in collaboration with the Medical Director on issues of professional practice and performance. This position works with the Executive Director on issues of efficiency, patient flow, teamwork, patient satisfaction, student insurance referral compliance and coding/billing accuracy.

### **KEY RESPONSIBILITIES**

#### **1) CLINICAL CARE (70%)**

- In accordance with Standardized Procedures and consistent with community standards and UCM SHS policies and Procedures, provides direct patient primary care.
- Takes appropriate health history according to presenting complaint and physical findings including pertinent negatives.
- Formulates appropriate disposition and/or treatment plan.
- Integrates health education and instruction in health maintenance and disease prevention into practice including guidance in nutrition, risk factors, episodic illness, contraception and self-care.
- Discriminates between normal and abnormal findings and determines when

to collaborate or refer to physician and/or specialist for further evaluation and/or treatment.

- Works collaboratively and cooperatively with the health care team in the management of medical, gynecological and urgent conditions.
- Consults Medical Director in accordance with a Physician Supervising Agreement.

#### 2) DOCUMENTATION OF PRACTICE (5%)

- Records content of all patient encounters within the patient's medical record in the S-O-A-P format when appropriate.
- Documents on-going and significant problems on the Problem List.
- Maintains an up-to-date Health Summary Sheet.
- Documents presence/absence of medication allergies on the Health Summary list and updates section yearly.
- Assures the Medical Director reviews and countersigns and dates every PA chart in accordance with law.

#### 3) ORGANIZATIONAL RESPONSIBILITIES (2.5%)

- Demonstrates a positive, constructive attitude that facilitates the goals and mission of the UCM SHS.
- Demonstrates professionalism, courtesy, and sensitivity in all interactions with patients and staff regardless of cultural, racial/ethnic background or sexual orientation.
- Works collaboratively with Student Health Services staff.

#### 4) STUDENT HEALTH INSURANCE ADMINISTRATION ASSISTANCE (15%)

- Assists the student health insurance coordinator and SHS administration to ensure the compliance of billing/diagnosis codes to ACA and UCSHIP guidelines. Ensure compliance with UCSHIP referral guidelines other practice and utilization recommendations.

#### 5) LEADERSHIP/PROFESSIONAL GROWTH (2.5%)

- Collaborates in planning, developing, gathering, implementing, and evaluating patient education materials.
- Serves as a teacher/resource in the development of other health care workers, individual patients, volunteers, and groups.
- Maintains up-to-date Physician Assistant, Furnishing number, DEA and CPR (ACLS, if appropriate) licensing and certification. Provides documentation to SHS.
- Develops and maintains area(s) of clinical concentration or specialty that are consistent with SHS needs.
- Serves as a resource person for other nursing staff in the enhancement of basic medical practice.
- Takes responsibility for own educational needs and keeps current on literature pertinent to ongoing advanced practice. Shares with staff information from research in professional literature.
- Attends and participates in staff meetings.
- Participates on SHS committees as assigned.
- Participates in the development of standards, policies and procedures essential to the delivery of quality medical, nursing, and preventative health care services.
- Assists in identifying mid-level practitioner staff educational needs and issues in their practice.

- Prepares professional literature to share with other clinical providers and/or appropriate staff.
- Contributes to in Quality Assurance activities.
- Contributes constructive concerns and/or ideas for improving practice.

6) WORK STANDARDS (15%)

- Organized and able to prioritize workload.
- Assures timely patient care. Keeps pace within appointment system.
- Maintains a professional demeanor even when under pressure.
- Knows emergency/disaster plan.
- Initiates basic CPR as needed.
- Initiates ACLS as appropriate to training and resources.
- Demonstrates understanding and consistently follows Universal Precautions.
- Implements SHS Bloodborne Pathogen and Infection Control policies.
- Demonstrates flexibility in work schedules which may include evening and weekend shift assignment.
- OTHER DUTIES AS ASSIGNED BY SUPERVISOR.

\*LI-RM1

**Qualifications:** MINIMUM REQUIREMENTS

- California Physician Assistant Licenses. Furnishing License. Successful completion of a Physician Assistant program that conforms to the standards of the Physician Assistant Committee of the Medical Board of California. DEA Certificate.
- Three years of progressively responsible clinical experience. Student health experience preferred.

JOB REQUIREMENTS:

- Demonstration of critical thinking and diagnostic skills in clinical decision making.
- Working knowledge of computer software such as: medical record, scheduling database, and word processing.
- Working knowledge of medications, their actions, use, and side effects.
- Working knowledge of women's and men's health evaluation and treatment.
- Skill in oral and written communication to meet the needs of a diverse population and student health center staff.
- Physical ability and manual dexterity to perform patient care in the functional areas to which assigned.
- Ability to perform comprehensive physical assessment.
- Ability to obtain comprehensive health history and psychosocial data.

- Ability to interpret and evaluate diagnostic tests, and distinguish between normal and abnormal findings.
- Ability to document and assess findings and establish a therapeutic plan of action.
- Ability to coordinate screening and follow-up of communicable diseases.
- Ability to utilize a model of Health Education that promotes wellness and prevention of illness/injury, taking into account the individual's age, developmental status, ability/disability, culture, ethnicity, and sexual orientation.

**To Apply:** Please complete a UC Merced [application](#) and email along with resume and cover letter to [ucmcareers@ucmerced.edu](mailto:ucmcareers@ucmerced.edu). Please indicate in the subject line of your email the Position Title and Position Number you are applying for. For questions regarding how to apply please email [ucmcareers@ucmerced.edu](mailto:ucmcareers@ucmerced.edu) or call 209-228-8247.

If you do not have internet access you may mail your application, resume, and cover letter to: University of California, Merced, 5200 North Lake Rd., Merced CA 95343. Please list the job number on the subject line.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age or protected veteran status.

For the complete University of California nondiscrimination and affirmative action policy see: <http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>.

As of January 1, 2014 the University of California, Merced will be a smoke and tobacco free workplace. Information and the Smoke and Tobacco Free policy is available at <http://smokefree.ucmerced.edu>

**E-Verify:** Effective September 8, 2009, all employers who receive Federal contracts and grants are required to comply with E-Verify, an Internet-based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA). E-Verify electronically verifies employment eligibility by comparing information provided on the I-9 form to records in the DHS and SSA databases. Certain positions funded by federal contracts/subcontracts requires UC Merced to notify job applicants that an E-Verify check will be conducted and the successful candidate must pass the E-Verify check.

[More Information](#)

For information on the comprehensive benefits package offered by the University of California visit:

<http://ucnet.universityofcalifornia.edu/compensation-and-benefits/>

