



Bois Forte Band of Chippewa

5344 Lakeshore Drive ■ Nett Lake MN, 55772 ■ 218-757-3261/1-800-221-8129

PHYSICIAN ASSISTANT

Position Description

Opens: May 21, 2019 Closes: June 19, 2019			
Department:	Health	Reports to (title):	Clinic Manager
Job Code:	EX-20	Job Location:	Bois Forte Health Services Nett Lake and Vermilion, MN
Pay Range:	Min: \$94,786.70 (\$45.571) Mid: \$126,382.27 (\$60.76) Max: \$157,977.84 (\$75.95)	Supervises:	Yes
Hours/week:	Varies	Classification:	Exempt
Type of Position:	On-Call/Casual	Effective Date:	01/01/2017
		Revised Date:	01/03/2017

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver’s license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Physician Assistant works within established practice guidelines and under the supervision of a licensed physician providing patient assessment, diagnostic, and treatment services in the clinic.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Provide direct medical care to assigned patients in the clinics consistent with legal scope of practice and physician supervisory agreements.
2. Provides diagnostic and therapeutic health services to patients under the continuing guidance of a physician.
3. Takes comprehensive or focused health histories from patients or their attendant.
4. Performs comprehensive or focused physical exams on patients.
5. Reviews health records comprehensively on patients being evaluated. Records health history and physical exam in a legible and coherent fashion.
6. Make appropriate diagnoses and prescribe necessary treatments, procedures and medications to promote health following clinic policies.
7. Perform therapeutic procedures, such as injections, immunization, suturing and wound care, and infection management.

Position Description

8. Administer or order diagnostic tests, such as x-ray, electrocardiogram and laboratory tests.
9. Instruct and counsel patients about prescribed therapeutic regimens, normal growth and development, family planning, emotional problems of daily living and health maintenance.
10. Obtain, compile and record patient medical data, including health history, progress notes, results of examinations and decisions made in the patient chart following established charting policies.
11. Work with other members of the health care team as needed in the carrying out of prescribed duties.
12. Act as expert resources person to other staff.
13. Serve on committees as directed by supervisor.
14. Must attend all mandatory department trainings.
15. Display a responsive and professional manner in promptly responding to all requests, complaints and problems.
16. Represent the Bois Forte Band and the department in a positive and professional manner in the community.
17. Required to maintain proper attendance including reporting to work on time in accordance with applicable policies.
18. Maintain a clean and organized work area.
19. Due to changes and modifications in the job from time to time, employees are required to be flexible and assume other responsibilities assigned by management as deemed necessary.
20. Develop and participate in community based education programs.

MINIMUM MANDATORY QUALIFICATIONS

- | | |
|--|--|
| Experience: | <ul style="list-style-type: none">• One year of experience and familiarization in a healthcare environment. |
| Education: | <ul style="list-style-type: none">• BA or BS degree and graduate of approved PA school is required. |
| License/Certification: | <ul style="list-style-type: none">• Physician Assistant (PA) Licensure in the state of Minnesota is required and must maintain licensure for duration of employment and have supervisor review.• DEA registration.• CPR, ACLS Certified. |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Knowledge of established concepts, principles and practices related to Physician Assistant training, with full consideration of mental, emotional and physical factors.• Ability to use critical thinking skills, function independently and make complex decisions based on standards of care, policies and procedures, critical pathways, and nursing, home healthcare and palliative care practices and procedures.• Knowledge of regulatory agencies documentation requirements and ability to accurately and completely document clinical data.• Knowledge of disease processes in order to recognize their effects, side effects and complications. This includes knowledge of the appropriate therapeutic intervention along with the ability to perform complex care based on the specific needs of the patient.• Ability to recognize adverse signs and symptoms which are not always apparent and to react promptly in emergency situations, including the implementation of life saving procedures. This includes knowledge of BLS, ACLS, CPR, and PALS.• Knowledge of human behavior in order to provide counseling, guidance and health instruction in order to create and maintain a positive experience for both patients and their families.• Knowledge of the pharmacology of various medications (both legal and illegal substances), their therapeutic effects, side effects and adverse reactions. |

Position Description

- Knowledge of durable medical equipment and other medically necessary equipment for home use including, but not limited to: wheelchairs, hospital beds, walkers, oxygen equipment, lift chairs, Hoyer lifts, etc.
- Knowledge of clinic policies and procedures relating to Infection Control and Quality Improvement.
- Ability to prioritize activities and organize time effectively.
- Excellent interpersonal skills in handling interactions with clinic staff, other agencies, groups, and patients and families; capable of working with and actively participating with a diverse multi-disciplinary team.
- Ability to provide good customer service with a patient-centric approach.
- Ability to communicate effectively orally and in writing is required.
- Ability to work independently and establish work priorities is required.
- Attention to detail and accuracy is required.
- Some travel is required.
- Ability to establish professional and harmonious working relationships on all projects and with all parties involved.
- Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment. Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available trainings and help desk.
- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
- Ability to perform other duties as assigned.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

- Three or more years of experience as a Physician Assistant
- Previous experience working with Indian Health Services (IHS), a Tribe or Tribal organization

WORK ENVIRONMENT

- Work environment: The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility, such as potential exposure to hazardous chemicals, sharps and infectious body fluids.
- Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision

PHYSICIAN ASSISTANT

Position Description

abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.

Mental demands: There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job position.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

***Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Director, Miranda Lilya, 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, mlilya@boisforte-nsn.gov. Applications received after the closing date will not be accepted.