



JOB TITLE: Physician Associate/Nurse Practitioner

EMPLOYER: Monterey Spine & Joint

DEPARTMENT: Orthopedics

REPORTS TO: APP Director

EFFECTIVE DATE: 6/1/2022

SUMMARY: This position will work directly with a group of orthopedic surgeons providing outstanding care within the clinic.

DUTIES AND RESPONSIBILITIES:

- Performs patient examinations, orders and interprets X-Ray, MRI and laboratory testing
- Performs fracture care to include casting and splinting, laceration repairs and minor surgical procedures within scope of care.
- Performs post-operative care.
- Performs injection therapy.
- Updates treatment plan and re-evaluates patients as needed to ensure optimal outcome.
- Records patients' treatment, response, and progress within company's documentation format.
- Completes documentation requirements and billing procedures in a timely manner per policy.
- Develops relationships with outside facilities and referring physicians.
- Updates job knowledge by participating in educational opportunities, reading professional publications, maintaining professional networks and participating in professional organizations.

GENERAL

- Performs all duties and responsibilities in a customer service, efficient, team-oriented manner.
- Establishes and maintains effective channels of communication and a professional relationship with patients, physicians, co-workers, contractors and outside facilities.
- Uses equipment and materials in a safe and acceptable manner; follows established safety procedures; uses appropriate safeguards and observes common sense rules of safety in all on-the job activities.
- Conducts self in manner reflecting credit on the company, and encourages others to do the same.
- Observes strict patient confidentiality in dealing with patients.
- Performs other related duties as assigned by management.

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.

QUALIFICATIONS:

- Graduate of accredited Physician Associate/Nurse Practitioner school.
- Certificates, licenses and registrations required:
 - CA Physician Associate/Nurse Practitioner licensure or has applied for CA state licensure.
 - Current CPR/First Aid Certification.
 - Current DEA Licensure.
- Computer skills required: Microsoft Office Suite, Electronic Medical Record systems
- Other skills required:
 - 2+ years of experience in an outpatient orthopedic clinic preferred.
 - Must be computer literate.
 - Must be well organized and possess excellent communication skills.
 - Must be detail oriented, conscientious and able to follow through.
 - Must be able to adjust tasks in accordance with changing deadlines, emergency calls and priorities.
 - Must be able to complete tasks and meet deadlines.

LANGUAGE SKILLS:

- Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to physicians, patients, vendors, management, and other employees.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions and decimals.

REASONING ABILITY:

- Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in changing situations.

COMPETENCIES:

- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Judgement** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Leadership** - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports and respects diversity.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Continually required to stand.
- Continually required to walk.
- Occasionally required to sit.
- Continually required to utilize hand and finger dexterity.
- Occasionally required to climb, balance, bend, stoop, kneel or crawl.
- Continually required to talk or hear.
- Occasionally works near moving mechanical parts.
- Occasionally exposed to risk of electric shock.
- While performing the duties of this job, the noise level in the work environment is usually; moderate to loud.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include: close vision; distance vision; color vision; peripheral vision; depth perception and ability to adjust focus.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and

responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACKNOWLEDGEMENT

I have read the foregoing job description and understand the responsibilities of the job. I agree that I am able to perform the essential duties of this position.

Employee Name

Signature of Approval

Employee Signature

Medical Director

Date Signed

Date Signed