



MATAWA HEALTH CO-OPERATIVE

Physician Assistant Job Description

QA#: MHC-JOB 090 **Dept:** Matawa Health Co-Operative **Issue Date:** July 17 **Approved:** Executive Director

PURPOSE OF THE POSITION

Matawa First Nations has established the Matawa Health Co-operative (MHC). This provincially incorporated Co-op consists of the nine Matawa member communities including Aroland, Constance Lake, Eabametoong, Ginoogaming, Long Lake #58, Marten Falls, Neskantaga, Nibinamik and Webequie First Nations.

With the support and guidance from the Executive Director of the Matawa Health Co-operative (MHC) or their designate, the employee will provide services and care with emphasis on a holistic approach to support clients and families of the Matawa communities

SCOPE

The Physician Assistant (PA) shall work closely with the providers including Physicians and Nurse Practitioners, as well as the Director of Clinical and Nursing Services or their designate, to provide health services.

RESPONSIBILITIES

The PA will provide day-to-day support and assistance by providing direct patient care, clinical decision-making, and collaboration with interdisciplinary teams to deliver high-quality medical services and quality clinical care for patients for the diagnosis, treatment and prevention of disease. They will examine patients, obtain medical histories and perform tests and procedures to diagnose and treat injuries and illnesses. They will perform all work under the supervision of a licensed Physician.

They must be committed to a community development philosophy that supports a primary care model, inter-disciplinary health practices, fostering and establishing partnerships with other agencies, cultural competency and collaborative relationships with other staff.

The Physician Assistant will:

- Conduct physical exams and obtain detailed patient histories.
- Develop and manage treatment plans.
- Counsel patients on preventive care, diet, lifestyle, and health management.
- Document patient encounters accurately and maintains up-to-date medical records.
- Collaborate with physicians, nurses, specialists, and other healthcare professionals.
- Assess patient status by obtaining health history through patient and family interviews and chart reviews, assessing the presenting illness, risk factors, family history, psychosocial situation and cultural factors and performing appropriate physical examination.

- Order and perform appropriate laboratory, diagnostic and other screening tests. Seek other information as needed, including consultation with Physicians and other clinicians, for evaluation of illness.
- Instruct patients and families regarding medications and treatments. Educate patients regarding disease management, illness prevention and wellness. Recommend appropriate community resources to meet patient and family needs.
- Communicate appropriate case management information to other professionals and community agencies.
- Prepare documentation for medical records including updating patient medical chart by posting examination and test results, diagnosis, medications and treatment in electronic medical records.
- Participate in peer reviews, chart reviews, staff education, clinical guideline development and other continuing education and quality assurance activities to demonstrate compliance with standards, regulations, policies and procedures.
- Collaborate with multidisciplinary team members by making appropriate referrals.
- Provide care for the whole patient to promote overall health and wellness, including mental and emotional needs.
- Strive to build long term relationships with patients and families as part of community healthcare providers.
- Maintain and improve skill level through participation in continuing medical education.
- Provider of the week support including prescription refills, community consults, walk-in clinic, etc.
- Performs other duties as requested.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Experience working in a clinical setting.
- Good knowledge of Matawa First Nations communities.
- Knowledge of First Nations culture, history, community-based services, geographic realities and social conditions within remote First Nations communities.
- Familiar with privacy, confidentiality, and duty to report.

Skills

The incumbent must demonstrate the following skills:

- Self-starter who is able to effectively work independently and/or as part of a team.
- Highly adaptable and able to work in a fast-paced environment, while demonstrating appropriate discretion, judgement and problem-solving skills.

- Strong interpersonal and communications skills (written and oral) and an ability to establish and maintain rapport effectively with staff, clients and partners.
- Highly organized, capable to multi-task and manage time effectively.

QUALIFICATIONS AND REQUIREMENTS

The incumbent must have proficient knowledge in the following areas:

1. Bachelor's degree from an accredited Physician Assistant program.
2. Must have a Certified Canadian Physician Assistant designation.
3. BLS and ACLS certification (as required).
4. Minimum 2 years of clinical experience preferred.
5. Excellent diagnostic and clinical decision-making skills.
6. Strong interpersonal, communication, and teamwork abilities.
7. Ability to display and support MHC's vision, mission, and goals in providing respectful and effective health care.
8. Ability to satisfactorily pass a Tuberculin (TB) Skin Test and Criminal Records Check (including Vulnerable sector).
9. Must be able to travel to the Matawa First Nations Communities and meetings/workshops when required.
10. A valid driver's license and access to a personal vehicle is an asset.
11. Ability to speak a First Nations language is an asset.

WORKING CONDITIONS

Physical Demands

The employee may have to travel to the communities in all weather. They may have to lift, carry and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. The employee may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The Matawa Building may be a busy facility. The employee may have to manage a number of projects at one time and may be interrupted frequently. The employee may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

Sensory demands can include reading and use of the computer, which may cause eyestrain and occasional headaches.

Mental Demands

The employee will have to manage a number of requests and projects at one time. They must be aware of MHC business in the communities and any and all relevant legislation, policies and procedures. Must be available and accessible to the CMO for call-ins and for evening/weekend work. The employee must be prepared to deal with emergencies and stressful situations at any time.

CERTIFICATION

Employee Signature

Printed Name Date

I certify that I have read and understand the responsibilities assigned to this position.

Supervisor's Title

Supervisor's Signature Date

I certify that this job description is an accurate description of the responsibilities assigned to the position.

Executive Director's Signature Date

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position.