



## MATAWA HEALTH CO-OPERATIVE

### Physician Assistant Job Description

## **PURPOSE OF THE POSITION**

Incorporated in 2017, the Matawa Health Co-operative (MHC) is a Matawa First Nations owned and controlled health co-operative providing healthcare services that enhance existing health services to achieve long-term health and wellbeing for all members within the nine Matawa First Nations. This provincially incorporated Co-operative consists of the nine Matawa member communities including Aroland, Constance Lake, Eabametoong, Ginoogaming, Long Lake #58, Marten Falls, Neskantaga, Nibinamik and Webequie First Nation. The MHC is overseen by a Board of Directors and is a member of the Health Care Co-operatives Federation of Canada. The MHC is community-driven with services tailored to individual community needs. It is the first of its kind in Canada.

The MHC incorporates traditional healing and medicines to address the health needs of the Matawa First Nations in a wholistic way by prioritizing mental health and addictions, diabetes, and chronic diseases. It oversees an Inter-Professional Primary Care Health Team providing direct services in the Matawa First Nations or through telemedicine.

The Physician Assistant (PA) provides essential support in delivering high-quality, patient-centered medical care under the supervision of a licensed Physician. The PA plays a critical role in direct patient care, clinical decision-making, and collaboration with interdisciplinary teams to ensure the diagnosis, treatment, and prevention of disease. They are responsible for performing comprehensive patient assessments, developing and implementing treatment plans, conducting procedures and diagnostic testing, educating patients and families, and promoting overall health and wellness. The PA contributes to the clinic's mission of providing compassionate, culturally competent, and community-focused care while supporting the continuity of primary care services.

## **RESPONSIBILITIES**

As a vital member of the healthcare team, the PA works closely with Physicians, Nurse Practitioners, and the Director of Clinical and Nursing Services (or their designate) to provide comprehensive health services. The PA is committed to a community development approach, fostering partnerships with other agencies, advocating for patient-centered care, and collaborating with interdisciplinary teams to optimize outcomes. This role requires clinical expertise, professionalism, and dedication to ongoing professional development in alignment with best practices and regulatory standards.

### **Patient Assessment and Examination**

- Conduct comprehensive physical examinations and obtain detailed medical histories.
- Assess patient status, including presenting illness, risk factors, family history, psychosocial situation, and cultural considerations.
- Perform appropriate physical examinations and screenings to inform clinical decision-making.

### Diagnosis and Treatment Planning

- Develop, implement, and manage individualized treatment plans.
- Order and interpret laboratory, diagnostic, and imaging tests.
- Consult with Physicians and other clinicians as needed for complex cases.
- Perform procedures within the PA's scope of practice under physician supervision.

### Patient Education and Preventive Care

- Counsel patients on preventive health measures, diet, lifestyle modifications, and disease management.
- Provide education on medications, treatments, wellness, and self-care strategies.
- Recommend community resources to support patients' physical, mental, and emotional well-being.

### Clinical Documentation and Record Management

- Document patient encounters accurately and maintain up-to-date electronic medical records.
- Record examination findings, diagnostic results, treatment plans, medications, and follow-up care.
- Ensure compliance with clinical policies, procedures, and regulatory standards.

### Interdisciplinary Collaboration

- Work collaboratively with Physicians, Nurse Practitioners, nurses, specialists, and other healthcare professionals.
- Participate in case conferences, referrals, and care coordination for complex patients.
- Communicate relevant patient information to other professionals and community agencies.

### Quality Assurance and Professional Development

- Participate in peer reviews, chart reviews, and clinical guideline development.
- Engage in continuing medical education and professional development to maintain and enhance clinical competencies.
- Contribute to staff education, training, and quality assurance initiatives.

### Patient-Centered Community Care

- Deliver holistic care, addressing physical, mental, and emotional health.
- Build long-term relationships with patients and families, fostering trust and continuity of care.
- Support community-focused healthcare initiatives and interdisciplinary practices.

### Operational and Administrative Support

- Provide "Provider of the Week" coverage, including prescription refills, walk-in clinics, and community consults.

- Assist in operational tasks and other duties as requested to support the healthcare team and clinic efficiency.

### **Organizational Responsibilities**

As a representative of the Matawa Health Co-operative, the employee is responsible for:

- Reflecting and interpreting the organization vision, mission and core values in their own work with enthusiasm and commitment.
- Acting in accordance with relevant legislation and organization policies and procedures.
- Proposing changes within MHC that would improve the quality of service to our First Nations' children, families and communities.
- Developing and maintaining respectful, cooperative working relationships to contribute to the delivery of services to First Nations' children, families and communities.
- Understanding their role and responsibility in maintaining a safe workplace and reducing workplace injuries.
- Ensuring accuracy, confidentiality and safekeeping of agency records.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Education & Experience**

- Bachelor's degree from an accredited Physician Assistant program.
- Certified Canadian Physician Assistant designation.
- BLS (Basic Life Support) and ACLS (Advanced Cardiovascular Life Support) certification.
- Minimum of 2 years of clinical experience preferred.
- Experience working in a clinical setting, including patient assessment, diagnostic testing, and treatment planning.
- Familiarity with privacy, confidentiality, and duty to report.
- Must be able to travel to Matawa First Nations communities and attend meetings/workshops when required.
- Ability to speak a First Nations language is an asset.

#### **Skills & Abilities**

- Excellent diagnostic and clinical decision-making skills.
- Knowledge of Matawa First Nations communities, First Nations culture, history, community-based services, geographic realities, and social conditions within remote communities.

- Strong communication, collaboration, and teamwork abilities.
- Ability to display and support MHC's vision, mission, and goals in providing respectful and effective health care.

#### **Other Requirements**

- Valid Ontario Class G Driver's License.
- Ability to satisfactorily pass a Tuberculin (TB) Skin Test and Criminal Records Check (including Vulnerable Sector).
- Willingness to travel to Matawa First Nations communities when necessary.
- Ability to work flexible hours as needed.

### **WORKING CONDITIONS**

#### **Physical Demands**

The employee may have to travel to our First Nations communities. 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. The position requires strong visual and auditory abilities to read and interpret travel documents, booking systems, and itineraries, as well as to communicate effectively with employees, vendors, and various other key individuals. Attention to detail, prolonged screen use, and the ability to process verbal and written information accurately are essential.

#### **Mental Demands**

The employee will have to manage a number of requests and projects at one time. They must be aware of Tribal Council business in the communities and any and all relevant legislation, policies and procedures. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

## **CERTIFICATION**

Employee Signature	Supervisor's Title
_____ Printed Name                      Date	_____ Supervisor's Signature              Date
I certify that I have read and understand the responsibilities assigned to this position.	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.