****

**Royal Victoria Regional Health Centre**

**JOB DESCRIPTION**

|  |  |  |
| --- | --- | --- |
| Job Title: | Physician Assistant (PA) | **Job Code:** |
| Department: | Oncology, Simcoe Muskoka Regional Cancer Centre | |
|  |  | |
| Responsible to: | Medical Director, Simcoe Muskoka Regional Cancer Centre  Heads of Medical and Radiation Oncology, SMRCC | |
| **Qualifications:** | Education:   1. Secondary School Diploma or Equivalent 2. Undergraduate Degree 3. PA Program 4. Physician Assistant Certification – Canada Mandatory 5. BCLS, and ACLS   Experience:   1. At least one year experience working in an acute care/inpatient setting 2. Preference will be given to candidates with experience in oncology   Competencies:   1. Integrate all the core PA competencies to provide optimal, ethical and patient-centred medical care 2. Perform a complete and appropriate clinical assessment of a patient and formulate a clinical treatment plan 3. Use preventive and therapeutic interventions effectively 4. Demonstrate proficient and appropriate use of diagnostic and procedural skills 5. Recognize their scope of practice while demonstrating effective and appropriate consultation practice with other healthcare professionals in respect to patient care, education and legal opinions | |
| **Position**  **Summary:** | The primary role of the physician assistant will be to participate in the assessment, admission and inpatient care of oncology patients, under the supervision of the attending oncologist. There will also be opportunity to assess and manage patients in the toxicity assessment clinic and in the outpatient setting. All activity will be under the direct supervision of an oncologist and within medical directives endorsed by the RVH medical advisory committee. | |
| **Responsibilities:** | Clinical Assessment of Patients   * Obtain health history as appropriate, including patient demographics, chief complaint, history of the present illness or injury, past medical, surgical, family and psychosocial history, medications, allergies and systems review. * Conduct comprehensive and focused physical assessments and interpret findings. This includes assessment of vital signs and examination of all major body systems. * Order and complete preliminary interpretation of necessary diagnostic tests, which may include, but are not limited to, hematology, microbiology, chemistry, serology, urinalysis, blood gas, pathology, ECG, and plain film x-ray. * Utilize primary and secondary assessment results to formulate a differential diagnosis and determine if further clinical investigation is required.   Perform the following Diagnostic Procedures:   * ECG * Diagnostic and therapeutic paracentesis * Bone marrow aspiration and biopsy   Demonstrate at least an academic understanding of the performance of the following diagnostic procedures:   * Collection of blood samples (arterial and venous), including point of care * Collection of secretions and bodily fluids (sputum, wound drainage, urine, stool) * Lumbar puncture * Diagnostic and therapeutic thoracentesis * Joint aspiration * Skin biopsy   Communication   * When/as directed by a registered physician:   + Provide relevant information and explanations, including a proposed treatment plan, to the supervising physician and seek further direction where appropriate.   + Provide education to patients, families and other health providers as appropriate to the clinical setting.   + Communicate with other members of the health care team and other hospital departments, both orally, in writing and electronically.   Medical Documentation and Record Keeping   * Maintain clear, accurate and appropriate records of the patient encounter and management plan * Admission of notes, progress notes and discharge notes as needed * Dictated records as appropriate * Consultation requests * Other types of documentation as required by the particular setting   Consultation with Oncology and Multidisciplinary Team   * Collaboration with all aspects of the oncology team including (but not limited to) physicians, nurses, nurse practitioners, clerical staff, technicians, physiotherapists and occupational therapists, social workers, patient representatives and administrative staff to provide optimal care for patients.   Collaboration with Affiliated Services (including Regional Sites)   * General Internal Medicine and Hospitalists * Emergency Department * Medical Subspecialties including Intensive Care * Surgery * Radiology * Pathology   Exhibits the core values of Royal Victoria Regional Health Centre: Work Together, Respect All, Think Big, Own It, Care | |
| Health and Safety Responsibilities: | Adheres to Occupational Health & Safety responsibilities under Section 28 of the Occupational Health and Safety Act including:   1. Works in compliance with the provisions of the Occupational Health and Safety Act and the regulations; 2. Uses or wears the equipment, protective devices or clothing that the worker’s employer requires to be used or worn; 3. Reports to his/her supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and 4. Reports to his/her supervisor any contravention of the Occupational Health and Safety Act or the regulations or the existence of any hazard of which he/she knows.   Participates in a culture of safety which encourages prevention, reduces errors and safeguards patients from harm.  Completes the Ontario Ministry of Labour “Worker Health & Safety Awareness in 4 Steps” training, and provides proof of completion. | |
| Supervision: | No requirement to exercise supervision; occasionally explains work procedures to new or inexperienced employees. | |
| Contacts: | Internal: Nursing, Physiotherapist, Occupational Therapist, Physician, and Patient Services Clerk External: Healthcare providers from Regional Sites | |
| Physical Demands: | The job demands analysis is available upon request. | |
| Hours of Work: | Monday-Friday, 40 hours/week | |
| Compensation: | Per the appropriate salary administration policy and procedures or applicable collective agreement. | |