

**Dermatology Associates of KY, PSC**  
Job Description

**Job Title:** Surgical Physician Assistant  
**Department:** Ambulatory Surgery Center  
**Reports To:** ASC Manager/Director  
**FLSA Status:** Exempt

**Summary** Provides health care services to patients under the supervision of a physician and within the scope of practice by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Performs patient exams, takes medical history, orders and interprets lab results, and makes diagnosis.

Assists in surgery with closures of graft donor sites, complex linear repairs and flaps.

Transports and gross Mohs specimens.

Develops and implements patient care plan.

Provides wound care instructions, educates and counsels patients regarding compliance with prescribed therapeutic regimen and provides follow-up care to surgical patients.

Performs procedures including intralesional Kenalog injections, spot dermabrasion, v-beam laser treatments, cryotherapy, curettage, biopsies and simple excisions.

Prescribes medications.

Documents patient care by charting in patient's medical record.

Serves as liaison between supervising physician, patient and referring physicians.

Submits data for DermBase studies.

Coordinates quarterly safety drills with ASC staff.

Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, etc.

May take some simple Mohs layers.

**Supervisory Responsibilities**

This job has no supervisory responsibilities.

## **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies :

Analytical - Synthesizes complex or diverse information.

Problem Solving - Identifies and resolves problems in a timely manner.

Project Management - Communicates changes and progress.

Technical Skills - Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Keeps emotions under control.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; 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.

Visionary Leadership - Inspires respect and trust.

Change Management - Communicates changes effectively.

Leadership - Inspires and motivates others to perform well; Accepts feedback from others; Gives appropriate recognition to others.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Business Acumen - Understands business implications of decisions.

Cost Consciousness - Conserves organizational resources.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Demonstrates persistence and overcomes obstacles.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.

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.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions ; Uses equipment and materials properly.

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.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.

Initiative - Volunteers readily; Asks for and offers help when needed.

Innovation - Meets challenges with resourcefulness; Generates suggestions for improving work.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

This position requires the following to practice as a Surgical PA:

- \* A degree in Physician Assistant studies from an accredited organization;
- \* Minimum 1 year related experience including dermatologic surgery, plastic surgery or ENT.

### **Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.



**Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills**

To perform this job successfully, an individual should have knowledge of Electronic Medical Records software and Project Management software.

**Certificates, Licenses, Registrations**

- \* Maintain current Physician Assistant Certification from accredited organization
- \* Maintain current KY licensure to practice as a Physician Assistant
- \* Maintain current BLS and ACLS certification

**Other Qualifications**

- \* Proficient with suturing

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit and climb or balance. The employee must frequently lift and/or move up to 10 pounds and 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.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.