



USC University of
Southern California

Physician Assistant Fellow Job Description

JOB INFORMATION

<i>Job Code:</i>	187629
<i>Job Title:</i>	Physician Assistant Fellow
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee staff, students and/or resource employees
<i>Job Family:</i>	Physician
<i>Job Family Group:</i>	Physicians
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Under the direction and supervision of a licensed physician and senior Physician Assistant Faculty, obtains detailed and accurate medical histories from patients. Develops and implements patient management plans. Performs routine procedures. Performs and/or interprets laboratory, radiological, cardiographic, and other routine diagnostic procedures. Educates and counsels patients regarding compliance with prescribed therapeutic regimens. Responds to emergencies. Initiates treatment until relieved of duties by a physician.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		<1 year	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

X Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Directly related experience in field.

Licenses

Req	Pref	License(s)
X		Current California license for Physician Assistant
X		DEA Licensure

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			National Commission on Certification of Physician Assistant (NCCPA)

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Under the direction and supervision of a licensed physician and senior Physician Assistant Faculty, obtains detailed and accurate medical histories from patients. Performs appropriate physical examinations, delineates problems, and documents the patient's medical record according to insurance carrier reimbursement rules and regulations. Prepares discharge summaries, as assigned.				
Develops and implements patient management plans. Coordinates referrals to specialty and social services and records progress notes and the provision of continuity of care.				
Performs routine procedures, such as injections, immunizations, lumbar punctures, skin biopsies, suturing, wound care and manages conditions produced by infection or trauma.				
Performs and/or interprets laboratory, radiological, cardiographic, and other diagnostic procedures used to identify pathophysiological processes. Under supervision of a physician, performs evaluation and therapeutic procedures in response to life-threatening situations. May prescribe medications as a delegated responsibility from the attending physician.				
Educates and counsels patients regarding compliance with prescribed therapeutic regimens, family planning, emotional problems of daily living, and health maintenance. Facilitates the referral of patients to other health and social service agencies when appropriate.				
Responds to emergencies. Initiates treatment until relieved of duties by a physician.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
	<i>Campus Security Authority (CSA)</i>		<i>Essential:</i>
	By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/		No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.