

February 15, 1972

DR. Carl R. Trask
Director
Saint John General Hospital
Saint John, N. B.
Canada

Dear Carl:

Enclosed is the information you requested. Let me know if I
can be of further help.

Sincerely yours,

Stuart M. Sessoms, M. D.
Director

SMS:ms

encl.

POSITION DESCRIPTION: PHYSICIAN'S ASSOCIATE

OCCUPATION SUMMARY

Augment a physician's ability to provide medical services to patients; collect and document data, conduct diagnostic and therapeutic procedures, order and schedule laboratory studies and professional consultations and provide direct patient care services.

WORK PERFORMED

Perform diagnostic and therapeutic procedures to assist the physician in diagnosing medical and surgical problems and prescribing the necessary treatment and services for quality patient care; record the normal and abnormal data for review by the physician.

Elicit patient histories, conduct physical examinations, and record the data in the patient's record; write progress notes and narrative discharge summaries; prepare patient workups and summaries noting pertinent positive and negative findings.

Order and schedule laboratory studies and diagnostic procedures; explain the necessity, preparation, nature and anticipated effects of scheduled diagnostic and therapeutic procedures to the patient.

Carry out therapeutic procedures including cast application and removal, wound suturing, dressing changes, etc., monitor the progress of patients, report the progress to the supervising physician, and maintain a record of each patient's progress.

Participate in basic science and clinical research projects conducted by the supervising physician; prepare statistical reports and analyses setting forth the progress, adverse trends and appropriate recommendations or conclusions.

Make work assignments for assigned nursing and technical personnel; review the work of subordinate personnel; train new employees.

Participate in teaching students, residents and interns in unusual techniques and procedures which are unique to the specific clinical setting.

Perform other related duties which are incidental to the work described herein.

SPECIFIC OCCUPATIONAL REQUIREMENTS

A candidate for this position must be a graduate of an approved program for physician's associates or otherwise granted equivalency credentials by the American Registry of Physicians' Associates or the American Medical Association. The employee must be certified and approved as an assistant to a physician by the North Carolina State Board of Medical Examiners.

GENERAL OCCUPATIONAL GUIDELINES

In accordance with the rules of the State Board of Medical Examiners, a physician's associate:

1. must clearly identify himself as an assistant to a physician, physician's associate, or other appropriate designation, by name tag or otherwise, in order to insure that he is not mistaken for a licensed physician;
2. must function under the direction and supervision of a licensed physician;
3. must not perform tasks beyond his competence;
4. must not be an habitual user of drugs or intoxicants to an extent rendering his performance unreliable;
5. must not have been convicted of a felony or other criminal offense involving moral turpitude;
6. must not have been adjudicated a mental incompetent or have a mental condition rendering him unable to perform safely as an assistant to a physician; and
7. must, when requesting the services of others on behalf of patients, indicate the name of the physician under whose direction he is acting, e.g., R. Roe, M.D./J. Doe, P.A.

POSITION DESCRIPTION: SENIOR PHYSICIAN'S ASSOCIATE

OCCUPATIONAL SUMMARY

Augment a physician's ability to provide patient care services by independently and interdependently scheduling, supervising, and/or conducting complex diagnostic and therapeutic procedures; independently participate in the delivery of direct patient care within the scope of individual authority granted by the North Carolina State Board of Medical Examiners.

WORK PERFORMED

Supervise and coordinate the activities and roles of the members of the physician's health team in order that they may be consistent with the provisions of optimal patient care services.

Perform complex diagnostic and therapeutic procedures which would otherwise require the expenditure of physician time; record normal and abnormal data and tentative conclusions for review by the physician.

Coordinate and schedule laboratory studies and diagnostic procedures; explain the necessity, preparation, nature and anticipated effects of scheduled diagnostic and therapeutic procedures to the patient.

Carry out patient care services under indirect physician supervision including cast application and removal, wound suturing, dressing changes, etc., monitoring the progress of patients, maintain a record of the patient's progress, and consult with the supervising physician when the patient's progress does not meet anticipated and/or predetermined criteria.

Plan and schedule work for the physician's team ensuring proper distribution of assignments and adequate manning, space and facilities for subsequent performance of assigned duties.

Participate in basic science and clinical research projects conducted by the supervising physician; prepare statistical reports and analyses setting forth the progress, adverse trends and appropriate recommendations or conclusions.

Supervise various personnel functions including, but not limited to, hiring, merit recommendations, promotions, transfers, and vacation schedules.

Assist in teaching students, residents and interns in complex techniques and procedures which are unique to the specific clinical setting.

Provide specific support services in any of the physician's administrative, educational, research, and/or clinical endeavors as assigned by the physician and approved by the North Carolina State Board of Medical Examiners.

Perform other related duties incidental to the work described herein.

SPECIFIC OCCUPATIONAL REQUIREMENTS

A candidate for this position must be a graduate of an approved program for physician's associates or otherwise granted equivalency credentials by the American Registry of Physicians' Associates or the American Medical Association. The employee must be certified and approved as an assistant to a physician by the North Carolina State Board of Medical Examiners and must have at least one year's experience as a Physician's Associate.

GENERAL OCCUPATIONAL GUIDELINES

In accordance with the rules of the State Board of Medical Examiners, a physician's associate:

1. must clearly identify himself as an assistant to a physician, physician's associate, or other appropriate designation, by name tag or otherwise, in order to insure that he is not mistaken for a licensed physician;
2. must function under the direction and supervision of a licensed physician;
3. must not perform tasks beyond his competence;
4. must not be an habitual user of drugs or intoxicants to an extent rendering his performance unreliable;
5. must not have been convicted of a felony or other criminal offense involving moral turpitude;
6. must not have been adjudicated a mental incompetent or have a mental condition rendering him unable to perform safely as an assistant to a physician; and
7. must, when requesting the services of others on behalf of patients, indicate the name of the physician under whose direction he is acting, e.g., R. Roe, M.D./J. Doe, P.A.