

Duke University Medical Center

DURHAM, NORTH CAROLINA

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DEPARTMENT OF COMMUNITY  
HEALTH SCIENCES

September 3, 1969

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TELEPHONE 919-684-6127

MEMORANDUM TO: William G. Anlyan, M.D., Vice President for Medical Affairs  
 Claude W. Weaver, Director of Wages and Salaries  
 Robert C. Tuthill, Director of Medical Center Personnel  
 Cecil C. McClees, Assistant Director of Medical Personnel  
 James B. Wyngaarden, M.D., Chairman of the Department of Medicine  
 David C. Sabiston, Jr., M.D., Chairman of the Department of Surgery  
 Samuel L. Katz, M.D., Chairman of the Department of Pediatrics  
 James C. Mau, Administrative Assistant - Medicine  
 Robert G. Berry, Administrative Assistant - Surgery  
 Edna E. Royal, Administrative Assistant - Pediatrics  
 C. William Smith, Administrative Director of Community Health Sciences  
 D. Robert Howard, M.D., Director of the Physician's Assistant Program  
 Employers of graduate physician's assistants  
 Physician's assistants employed in the medical center

FROM: E. Harvey Estes, Jr., M.D., Chairman of the Department of Community Health Sciences

SUBJECT: PHYSICIAN'S ASSISTANT JOB CLASSIFICATION

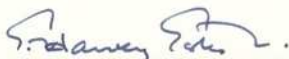
The process for employment of new physician's assistants and for continued employment and classification of physician's assistants in the medical center has recently been formalized and approved. For physician's assistants working in technical and non-administrative positions, two classifications have been developed, Physician's Assistant I and Physician's Assistant II (detailed descriptions attached). These positions are non-exempt and fall within the Biweekly Wage Rate Schedule for Clerical, Technical and Supervisory Personnel. An outline of the prerequisites, levels and pay is as follows:

	Physician's Assistant I	Physician's Assistant II
Prerequisites:	Graduation from a recognized physician's assistant program	Graduation from a recognized physician's assistant program plus a minimum of six months experience
Approved Level:	J-24	J-28
Job Level Range:	J-19 through J-24	J-23 through J-28
Salary Range:	\$3.29 - \$3.79 per hr. \$6,843 - \$7,883 per annum (40 hr. week) \$9,311 - \$10,725 per annum (50 hr. week)	\$3.69 - \$4.19 per hr. \$7,675 - \$8,175 per annum (40 hr. week) \$10,443 - \$11,858 per annum (50 hr. week)

Normal rules governing the employment of personnel prevail regarding the employment of Physician's Assistants.

The course of action to be followed for each existing Physician's Assistant and all new Physician's Assistants in the future is as follows: 1.) A Duke University Request for Position Classification must be filled out in entirety. For current positions these should be marked as a.) Reclassification of an existing position, b.) Present classification is Physician's Assistant - Unclassified, and c.) Proposed classification is Physician's Assistant I or Physician's Assistant II in accordance with the job descriptions. The remainder of the form is self-explanatory; 2.) This form should be sent to Mr. Claude W. Weaver, Director of Wages and Salaries for position classification and approval; and 3.) Following receipt of the approval a completed Personnel Action Notice accompanied by a copy of the letter of approval of the position classification should be submitted to Medical Center Personnel.

If there are any questions regarding the above, please contact Mr. James C. Mau, Administrative Director of the Physician's Assistant Program at Ext. 3087. Prompt cooperation in the filling out and filing of the appropriate forms will be appreciated.



E. Harvey Estes, Jr., M.D., Chairman  
Department of Community Health Sciences

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## PHYSICIAN'S ASSISTANT I

### NATURE OF WORK

An employee in this level of work performs many technical procedures on patients as desired by the attending physician. Under the close supervision of the responsible physician, the Physician's Assistant provides services to the patient and physician by aiding in the collection of data necessary for the physician to properly diagnose the patient's disorder, and performing procedures and services as outlined by the physician in the patient management program. At this level, the Physician's Assistant develops those additional special techniques as required and desired by his employer physician.

### ILLUSTRATIVE EXAMPLES OF WORK

Takes patient history and enters the data on the patient's chart.  
Performs physical examinations on the patient and records all the normal and abnormal data for review by the physician.  
Accurately provides the necessary routine laboratory studies such as hemoglobin, hematocrit, white blood count, urinalysis, etc.  
Administers patient therapeutic procedures such as oxygen therapy, drug administration, dressing changes, cast repairs, etc.  
Writes and/or dictates all progress notes and discharge summaries for review by the supervising physician.  
Oversees and coordinates the patient's entire evaluation and therapeutic program.  
Performs any other tasks within capabilities as designated by the supervising physician.

### KNOWLEDGES, SKILLS AND ABILITIES

Ability to competently perform and properly record an accurate and detailed general patient history and physical examination.  
Ability to skillfully and properly perform intricate and technical patient diagnostic and therapeutic procedures.  
Ability to properly and accurately express ideas both orally and in writing, and to establish and maintain an effective rapport with patient and other health team members.  
Graduate of formal training program of at least two years with training in medical terminology, understanding human function, and disease processes.

### DESIRABLE EXPERIENCE AND TRAINING

Secondary education with background in mathematics, chemistry, and biology.  
Graduation from a formal program designed solely for the purpose of training Physician's Assistants as a member of the allied health professions.

## PHYSICIAN'S ASSISTANT II

### NATURE OF WORK

An employee at this level of work is closely acquainted with the special techniques desired by his employer physician. In addition to the duties of performing services of patient data collection and diagnostic and therapeutic procedures, the Physician's Assistant provides liason communication services between the physician and the other ancillary health workers. He programs and schedules patient procedures to provide maximum efficiency, effectiveness, and accuracy. At this level, the Physician's Assistant provides patient services by early patient contact for initiation of the diagnostic workup and explanation of the complex medical center diagnostic and therapeutic facilities. During the patient's course of treatment, the Physician's Assistant follows closely and documents accurately the progress of the patient. When the patient is ready to leave the institution, the Physician's Assistant provides in detail the specific instructions requested by his employer physician.

### ILLUSTRATIVE EXAMPLES OF WORK

- Introduces and orients patient to medical center facilities.
- Performs and documents detailed patient workup and summarizes noting pertinent positive and negative findings.
- Provides accurately all pertinent laboratory data and schedules diagnostic procedures.
- Provides direct patient care and acts as a liason between the patient and physician and other health workers.
- Explains the patient's condition to the patient and provides the patient with the necessary information so that proper follow up and home care are achieved.

### KNOWLEDGES, SKILLS AND ABILITIES

- Thorough understanding of the medical center operations and procedures.
- Ability to skillfully and accurately perform patient diagnostic and therapeutic procedures.
- Understanding of the patient's needs and how these can best be met by appropriate use of facilities and personnel.
- Ability to communicate with skill, clarity, and accuracy with the patient, physician, and ancillary health workers at all levels.
- Considerable knowledge in the administrative function of the physician and the institute.

### DESIRABLE EXPERIENCE AND TRAINING

Graduation from a formal program designed solely for the purpose of training Physician's Assistants as an allied health professional. In addition, he should have six months to one year of serving as an assistant to a physician in the capacity of providing and coordinating patient care.