

Duke University Medical Center

DURHAM, NORTH CAROLINA 27710

Physicians

Duke Hospital
OFFICE OF THE DIRECTOR

January 28, 1972

BOX 3708
TELEPHONE: 919 684-2713

MEMO TO: Members of the Hospital Advisory Committee
FROM: Stuart M. Sessoms
SUBJECT: Physician's Associate - Position Description

Dr. Estes and Dr. Ball have developed a position description for the Physician's Associate and the Senior Physician's Associate. Enclosed are copies for your information.

SMS:ms
enclosed

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.