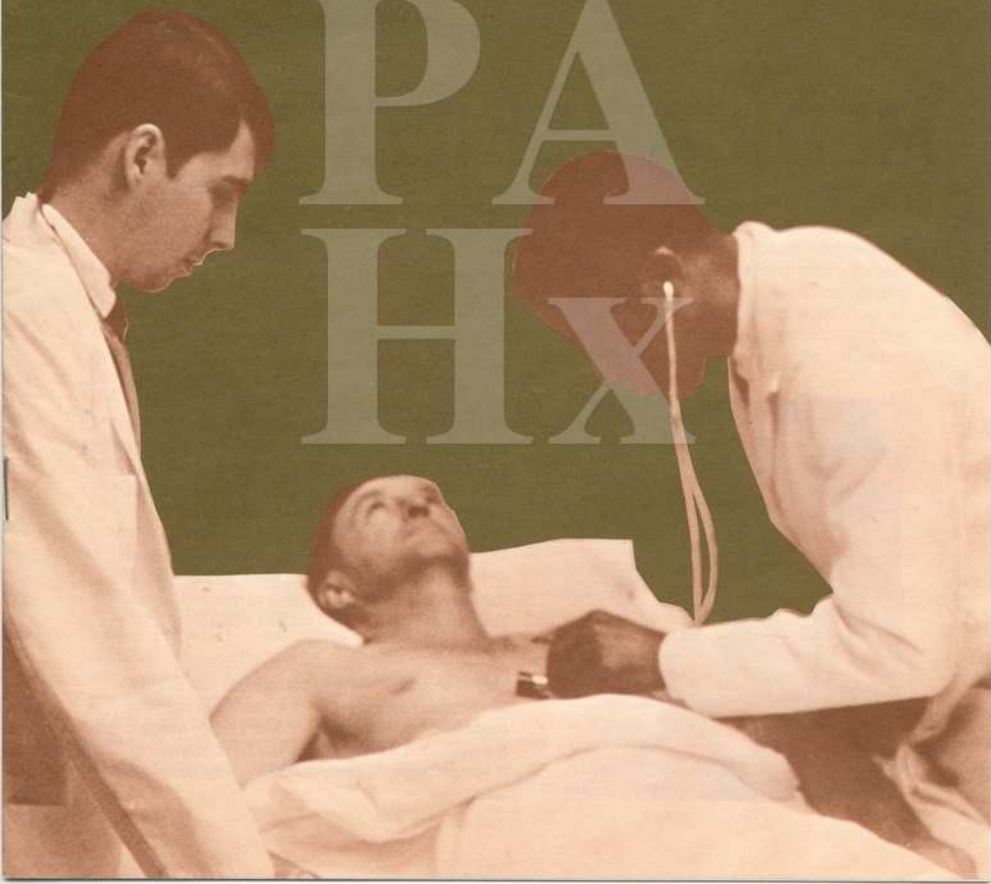


bridging the medical care gap  
the **PHYSICIAN'S**  
**ASSISTANT**

GS-7 through GS-11





# MEDICAL SKILL **If you've got it, use it.**

One out of fifty Americans has no access to a doctor under any circumstances. None at all. And for many others, the nearest doctor is so far away, or has such a tremendous patient load, that getting medical attention is a long, discouraging process.

Coping with the medical care gap has resulted in what amounts to a new kind of medical career—a job called Physician's Assistant. (Strictly speaking, of course, the idea isn't really new; specially trained people have been performing some of the physician's traditional tasks for a long time. One example is the work of the Medical Technical Assistants who work in Federal prisons and correctional institutions.)

The point is this: for the first time, the position of Physician's Assistant has been established in the Federal service as a unique career with specified requirements of education and training. In short, an identity of its own.

Maybe this is where you come in. If you qualify, Government programs offer a chance to use your medical skills where they're desperately needed. It's work that asks the best you have to give. If you're ready for responsibility, why settle for less.



## WHAT BACKGROUND SHOULD PA's HAVE?

Candidates for positions of Physician's Assistant must have completed a specialized course of study to become PA's. Graduates of such courses must also have a background of medical experience. Most PA's are therefore expected to come from two main groups, former medical corpsmen and nurses. More than 30,000 corpsmen are discharged every year, and there are now more than 250,000 inactive nurses across the United States. However, a check of the people now enrolled in PA training programs shows that there are many different kinds of people other than corpsmen and nurses who want to train for this field: among them are former medical students, nursing assistants, and medical technicians.

Although their previous experience may vary widely, prospective PA's have important characteristics in common—the main one being a desire to be really involved in medicine. They have a special combination of confidence and restraint, of knowing where their capacities stop and where the physician's begin. The precise qualifications are spelled out on page 4.

## DO PA's SPECIALIZE?

Yes. PA's will be hired for general practice and in specializations such as the following: anesthesiology, community health, dermatology, internal medicine, neurology, nuclear medicine, obstetrics/gynecology, ophthalmology, orthopedics, otolaryngology, pathology, pediatrics, physiatry, preventive medicine, radiology, surgery and urology. If your background has been in one of these specializations, you should show this on the form provided in this booklet.

## WHO ARE THE MAJOR EMPLOYERS?

In the initial stages, most PA's will be hired to work in the hospitals and clinics of the Veterans Administration, with smaller numbers needed in the Indian Health Service, the Bureau of Prisons Health Program, Public Health Service hospitals, and the government of the District of Columbia. As the program becomes more established, other agencies may become involved.



## WHAT WILL PA's DO IN THE FEDERAL GOVERNMENT?

Physician's Assistants help physicians by providing diagnostic and therapeutic medical care and services under the physician's supervision. The work requires knowledge of specific observation and examination procedures, and ability to perform designated diagnostic and therapeutic tasks. The work does not include the full scope of interpretation of medical findings requiring the professional background of the licensed physician.

In clinics or during hospital rounds, you will assist in the observation and evaluation of patients by performing such duties as taking case histories, conducting physical examinations, and ordering laboratory studies. As directed by a physician, you may carry out special procedures such as applying and removing casts, performing lumbar punctures or suturing minor lacerations.

Because the dimensions of the job are still emerging, however, what you would do as a PA in Government depends pretty much on your particular competence, the specialty area of assignment, your supervisory physician, and specific work situations. For example, working in a VA hospital would vary a great deal from work in the Indian Health Service. For this reason, it would be a good idea to talk with agencies before accepting a job.



## ARE YOU QUALIFIED?

You can qualify as a physician's assistant if your background of education, training and experience has prepared you for professional-caliber medical work as an assistant to a physician.

### For GS-7

For the entrance level of GS-7 you must meet both requirements (1) and (2) below:

- (1) You must have a broad background of knowledge of the medical environment and medical practices and procedures such as would be acquired by a bachelor's degree in a health care occupation such as nursing, medical technology, or physical therapy or by 3 years of responsible and progressive health care experience such as medical corpsman, nursing assistant, or medical technician,

and

- (2) You must have successfully completed an appropriate course of study of at least 12 months, including clinical training or preceptorship, specifically designed for professional-caliber physician's assistants in that it provided the knowledge and ability to take a detailed medical history, to conduct a physical examination, to follow observation procedures, to order and perform diagnostic and therapeutic tasks, and to exercise a degree of judgment in integrating and interpreting findings on the basis of general medical knowledge; or equivalent education and training.

### For GS-9

You qualify for GS-9 if you meet the requirements for GS-7 and have 1 year of pertinent professional-caliber experience comparable to the work of a physician's assistant,

or

if you have completed 3 full years of a curriculum in an accredited medical school leading to the doctor of medicine or doctor of osteopathy degree.



### For GS-11

You qualify for GS-11 if you meet the requirements for GS-7 and have 2 years of pertinent professional-caliber experience comparable to the work of a physician's assistant,

or

if you have completed all the requirements for the degree of doctor of medicine or osteopathy from an acceptable school.

For all grades, at least 6 months of the required experience must have been at a level of difficulty comparable to that of the next lower grade, or 1 year comparable to the second lower grade, in the Federal service.

Any of the experience requirements may be satisfied with pertinent unpaid or volunteer work.



17. Special Achievements & Awards—Give all scholastic achievements and honors (e.g. awards, scholarships, and fellowships). Show participation in extracurricular, civic, community and similar activities and in professional and scientific societies. (Include any office or other leadership positions held.)

18. Qualifying Experience Only. List Most Recent Experience First. Attach additional sheets if you need more space.

May inquiry be made of your present employer regarding your character, qualifications, and record of employment?  Yes  No

<b>A</b>	Dates of employment (month, year)		Exact title of position	If Federal service, civilian or military grade	
	From	To PRESENT TIME			
Salary or earnings		Avg. hrs. per week	Place of employment City: State:	Number and kind of employees supervised	Kind of business or organization (manufacturing, accounting, insurance, etc.)
Starting \$	per				
Present \$	per	Name of immediate supervisor			
Area Code and Phone No. if known			Name of employer (firm, organization, etc.) and address (include ZIP Code)		
Description of work			Reason for leaving		

<b>B</b>	Dates of employment (month, year)		Exact title of position	If Federal service, civilian or military grade.	
	From	To			
Salary or earnings		Avg. hrs. per week	Place of employment City: State:	Number and kind of employees supervised	Kind of business or organization (manufacturing, accounting, insurance, etc.)
Starting \$	per				
Final \$	per	Name of immediate supervisor			
Area Code and Phone No. if known			Name of employer (firm, organization, etc.) and address (include ZIP Code)		
Description of work			Reason for leaving		

<b>C</b>	Dates of employment (month, year)		Exact title of position	If Federal service, civilian or military grade	
	From	To			
Salary or earnings		Avg. hrs. per week	Place of employment City: State:	Number and kind of employees supervised	Kind of business or organization (manufacturing, accounting, insurance, etc.)
Starting \$	per				
Final \$	per	Name of immediate supervisor			
Area Code and Phone No. if known			Name of employer (firm, organization, etc.) and address (include ZIP Code)		
Description of work			Reason for leaving		

Answer the following questions. If you answer "Yes" to any of these questions, give details on a separate sheet of paper.

- |                                                                                                                                                                                                                                                                                                                            | Yes | No |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 19. Within the last 10 years, have you been a member of the Communist Party, USA, or any of its subdivisions?                                                                                                                                                                                                              |     |    |
| 20. Within the last 10 years, have you been a member of an organization that to your present knowledge seeks the overthrow of the constitutional form of the U.S. Government by force or other unlawful means?                                                                                                             |     |    |
| 21. Have you had heart disease, a nervous breakdown, epilepsy, tuberculosis, or diabetes?                                                                                                                                                                                                                                  |     |    |
| 22. Within the last 5 years, have you been fired from any job, or quit after being notified that you would be fired?                                                                                                                                                                                                       |     |    |
| 23. Have you been convicted of any offense against the law or forfeited collateral, or are you now under charges for any offense against the law (omit traffic fines of \$30 or less and any offense committed prior to your 21st birthday which was finally adjudicated in juvenile court or under a Youth Offender law)? |     |    |
| 24. While in the military service, were you convicted by general court-martial or discharged under other than honorable conditions?                                                                                                                                                                                        |     |    |
| 25. Have you ever worked for the Federal Government (other than military service)?                                                                                                                                                                                                                                         |     |    |

26. I CERTIFY THAT ALL OF THE STATEMENTS MADE IN THIS BRIEF ARE TRUE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND ARE MADE IN GOOD FAITH.	Signature (sign in ink)	Date
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A false statement or dishonest answer to any question may be grounds for dismissal after appointment or conversion and is punishable by law.

**THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER**



**SUPPLEMENTAL QUALIFICATIONS BRIEF – PHYSICIAN'S ASSISTANT**

Approved  
OMB 50-R0422

**SECTION I (TO BE COMPLETED BY APPLICANT)**

NAME (PLEASE PRINT)	(Last)	(First)	(Middle Initial)	DATE OF BIRTH
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**1. GEOGRAPHIC AVAILABILITY**

Alabama  
 Mississippi  
 Florida  
 Georgia  
 North Carolina  
 South Carolina  
 Tennessee

Maine  
 New Hampshire  
 Vermont  
 Connecticut  
 Massachusetts  
 Rhode Island

Illinois  
 Indiana  
 Wisconsin  
 Kentucky  
 Michigan  
 Ohio

**2. DESCRIBE ANY TRAINING COURSES YOU HAVE COMPLETED IN ADDITION TO FORMAL PHYSICIAN'S ASSISTANT TRAINING WHICH YOU FEEL WOULD BE QUALIFYING AS A PHYSICIAN'S ASSISTANT (e.g. corpsman, nursing, or related health care or medical assistant schools). LIST COMPLETION DATES:**

**3. CHECK ANY OF THE FOLLOWING FIELDS IN WHICH YOU HAVE HAD AT LEAST 6 MONTHS OF SPECIALIZED EXPERIENCE OR TRAINING:**

<input type="checkbox"/> GENERAL PRACTICE	<input type="checkbox"/> Internal Medicine	<input type="checkbox"/> Ophthalmology	<input type="checkbox"/> Pediatrics	<input type="checkbox"/> Surgery
<input type="checkbox"/> Anesthesiology	<input type="checkbox"/> Neurology	<input type="checkbox"/> Orthopedics	<input type="checkbox"/> Preventive Medicine	<input type="checkbox"/> Urology
<input type="checkbox"/> Community Health	<input type="checkbox"/> Nuclear Medicine	<input type="checkbox"/> Otolaryngology	<input type="checkbox"/> Psychiatry	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Dermatology	<input type="checkbox"/> OB/Gynecology	<input type="checkbox"/> Pathology	<input type="checkbox"/> Radiology	

Explain how and when you obtained the above specialized experience and training: (Exclude Preceptorship)

**4. INDICATE THE LENGTH OF TIME AND THE DEGREE OF INDEPENDENCE WITH WHICH YOU HAVE WORKED IN THE FOLLOWING MEDICAL AREAS:**

Degree A = Worked under close supervision of MD;  
 Degree B = MD available but usually not in immediate vicinity;  
 Degree C = Only occasional or remote contact with MD.

DATES	DEGREE			MEDICAL AREA	DATES	DEGREE			MEDICAL AREA	DATES	DEGREE			MEDICAL AREA
	A	B	C			A	B	C			A	B	C	
				Outpatient Clinic					Patient Screening					Independent Duty Medic
				Private Office					ICU - CCU					Chronic Care Ward
				Hospital - Ward					Emergency Unit					Other:

**5. CHECK THOSE MEDICAL PROCEDURES YOU FEEL YOU CAN PERFORM WITH CONFIDENCE AND INDICATE THE DEGREE OF INDEPENDENCE WITH WHICH YOU HAVE WORKED:**

Degree A = Worked under close supervision of MD;  
 Degree B = MD available but usually not in immediate vicinity;  
 Degree C = Only occasional or remote contact with MD.

DEGREE	PROCEDURE			DEGREE	PROCEDURE			DEGREE	PROCEDURE				
	A	B	C		A	B	C		A	B	C		
				Anoscopy				Endotracheal Intubation					Thoracentesis
				Applying & Removing Casts				Floroscopy					Tonometry
				Arterial Puncture				Gastric Intubation					Tracheotomy
				Assisting in major surgery				Intravenous Cutdowns					Urinalysis - CBC
				Bladder Catheterization				Lumbar Punctures					Other Laboratory Technology
				Bone Marrow Biopsy				Paracentesis					Venipuncture
				Cardiopulmonary Resuscitation				Sigmoidoscopy					Other (Specify)
				Closed Chest Cardiac Massage				Suture Lacerations					

**6. FOR EACH OF THE FOLLOWING MEDICAL PROCEDURES YOU FEEL YOU CAN PERFORM WITH CONFIDENCE CHECK THE BOX WHICH BEST DESCRIBES THE LEVEL OF YOUR EXPERIENCE:**

Level I = Technical competence in carrying out procedures.  
 Level II = Ability to screen for gross abnormalities.  
 Level III = Ability to make a reasonable interpretation and evaluation of findings leading to tentative diagnosis or referral to an MD.

LEVEL	PROCEDURES			LEVEL	PROCEDURES			LEVEL	PROCEDURES			
	I	II	III		I	II	III		I	II	III	
				Audiometry				History Taking				Radiography
				EEG				Physical Examination				Visual Perimetry
				EKG				Pulmonary Function Studies				Other: (Specify)

**7. DESCRIBE YOUR PRECEPTORSHIP OR SUPERVISED CLINICAL EXPERIENCE.**

**8. DESCRIBE IN DETAIL ANY MEDICAL EXPERIENCE OR TRAINING NOT SUFFICIENTLY COVERED ABOVE WHICH YOU BELIEVE QUALIFIES YOU AS A PHYSICIAN'S ASSISTANT.**

**9. EXPLAIN YOUR CONCEPT OF THE "PHYSICIAN'S ASSISTANT", HIS RELATIONSHIP TO PHYSICIANS, CO-WORKERS, AND PATIENTS, AND YOUR ASPIRATIONS IN THIS FIELD:**

**10. List the names, addresses, and occupations of two persons (other than supervisors or relatives) who have definite knowledge of your qualifications.**

CUT ALONG DOTTED LINE

## SECTION II

## TO BE COMPLETED BY PRECEPTOR OR PHYSICIAN RESPONSIBLE FOR CLINICAL TRAINING

The person named in Section I has applied for a position as a Physician's Assistant with the Federal Government under Civil Service Commission Examination Announcement No. 428. In order to evaluate this person's qualifications properly we need information from someone with first-hand knowledge of his/her pertinent education, training, and experience. We are therefore requesting that you complete this form and forward it directly to the address below as soon as possible.

The information you furnish will be treated confidentially and will be available only to approved civil service examiners and other Federal officials who may consider the applicant for appointment. (Eligibles will be ranked according to their relative qualifications by a panel of physicians).

1. IN WHAT CAPACITY AND FOR WHAT PERIOD OF TIME HAVE YOU BEEN ASSOCIATED WITH THE APPLICANT?

2. FOR EACH OF THE FOLLOWING ITEMS CIRCLE THE NUMBER WHICH BEST DESCRIBES YOUR APPRAISAL OF THE APPLICANT AND COMMENT ON YOUR REASONS FOR SUCH APPRAISAL: (1= weak; 2= average; 3= above average; 4= outstanding)

Ability to identify a medical problem and determine appropriate action to meet the problem, including referral to a physician 1 2 3 4  
Comment:

Knowledge and understanding of the environment, principles, ethics, and special human relationships in the field of medicine 1 2 3 4  
Comment:

Knowledge of the medical, biological, and physical sciences related to the applicable area of medicine 1 2 3 4  
Comment:

Knowledge of, and ability to perform diagnostic and therapeutic practices and procedures 1 2 3 4  
Comment:

Ability to work responsibly with physicians and other members of the medical team, and to deal effectively with patients 1 2 3 4  
Comment:

Ability to communicate ideas and information effectively Orally 1 2 3 4; In Writing 1 2 3 4  
Comment:

Ability to organize and plan work 1 2 3 4 Comment:

Flexibility in adjusting to new situations 1 2 3 4 Comment:

Use of judgement 1 2 3 4 Comment:

3. USE THIS SPACE TO ELABORATE ON ANY OF THE ABOVE RESPONSES AND TO LIST ANY ADDITIONAL FACTS OR OPINIONS WHICH YOU THINK WOULD BE HELPFUL IN EVALUATING THE APPLICANT'S TECHNICAL AND PERSONAL QUALIFICATIONS:

IF YOU HAD A VACANCY WOULD YOU BE WILLING TO EMPLOY THIS APPLICANT?  YES  NO

SIGNATURE

POSITION OR TITLE

DATE

U. S. CIVIL SERVICE COMMISSION  
WASHINGTON AREA OFFICE (EWH)  
1900 E STREET, N. W.  
WASHINGTON, D. C. 20415

PLEASE MAIL  
DIRECTLY -  
DO NOT  
RETURN TO  
APPLICANT



# HOW TO APPLY

If you qualify, proceed as follows:

1. Complete and submit the following:
  - Qualifications Brief—CSC Form 953 (centerfold) or Personal Qualifications Statement—SF 171.
  - Official school transcripts of all physician's assistant-type courses or CSC Form 226 (PART I)—List of College Courses. School transcripts insure that full credit is given for all PA training and are preferred. However, Form 226 or a complete listing on Form 953 of all PA-type courses taken will be accepted.
  - SF 15 if you claim a 10-point veteran preference (disability, widow, wife, or mother preference).

Forms required can be obtained at any Federal Job Information Center and at most large Post Offices. (There is at least one FJIC in each State.)

## Mail to:

U.S. CIVIL SERVICE COMMISSION  
Washington Area Office (EWH)  
1900 E Street NW.  
Washington, D.C. 20415

2. Complete SECTION I of the Supplemental Qualifications Brief—CSC Form 1065 (centerfold).
3. Ask your PRECEPTOR or the PHYSICIAN responsible for your CLINICAL TRAINING to complete SECTION II of Form 1065 and to forward the form directly to the CIVIL SERVICE COMMISSION at the address shown. Postage paid window envelopes can be obtained from Federal Job Information Centers for the Physician's use. (If you have completed more than one clinical training program or preceptorship, select the physician responsible for your most significant PA training.)



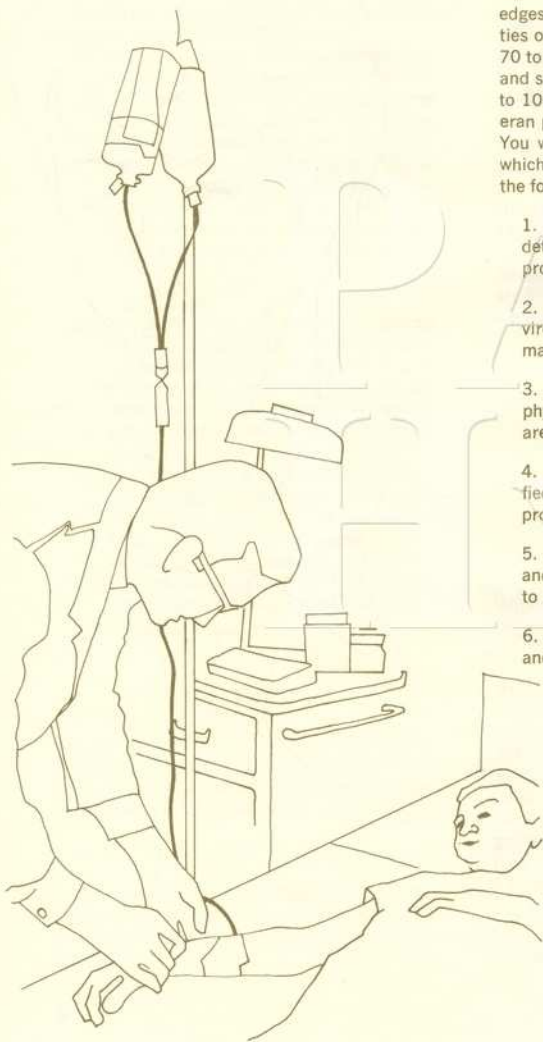
# BASIS OF RATING

## no written test is required

You will be rated by a panel of medical doctors on the quality and extent of your experience, education, or training in relationship to the knowledges and abilities required to perform the duties of the positions. A numerical rating of from 70 to 100 points will be assigned for each grade and specialization for which you are qualified (5 to 10 points will be added to this score for veteran preference).

You will be specifically rated on the degree to which you possess knowledge and abilities of the following kind:

1. Ability to identify a medical problem and determine appropriate action to meet the problem including referral to a physician.
2. Knowledge and understanding of the environment, principles, ethics, and special human relationships in the field of medicine.
3. Knowledge of the medical, biological, and physical sciences related to the applicable area of medicine.
4. Knowledge of and ability to perform specified diagnostic and therapeutic practices and procedures.
5. Ability to work responsibly with physicians and other members of the medical team, and to deal effectively with patients.
6. Ability to communicate effectively, orally and in writing.



# GENERAL INFORMATION

Your eligibility and relative standing are based primarily on information contained in the forms required (p. 9) plus any substantiating information which may be obtained. It is most important, therefore, that you prepare the forms as completely and accurately as possible.

When filling out your Qualifications Briefs, include all pertinent details of your medical training and experience prior to, during, and after PA training which you feel are qualifying. Include the duration of assignments, types of skills, levels of responsibility, types of rotations during training, and any special circumstances relevant to your performance during each period.

Be sure that references and geographic availability are accurate.

If you have qualifications in addition to those you have been asked to describe, or if you need more room to reply, you may submit additional sheets identified with your name and date of birth at the top.

Indicate the lowest grade you are willing to accept. You will be rated for that grade and any higher grades for which you are qualified.



## Term of Eligibility

If you are rated eligible, your application will be actively considered for 1 year.

## Students

Your application will be accepted if you are a student and expect to complete any qualifying education or training within 9 months. If you are found otherwise qualified, you may be given a provisional appointment, but you may not begin work until all the required qualifications have been met.

## Salary

Salary rates are subject to frequent adjustment and are therefore not quoted in this announcement. For the latest salary information contact the nearest Federal Job Information Center (there is at least one FJIC in each State) or one of the larger Post Offices.

## Interview

You may be required to demonstrate in a pre-employment interview that you have the personal qualities necessary for successful performance as a physician's assistant.

## Equal Employment Opportunity

All qualified applicants will receive consideration for employment without regard to race, creed, color, sex, or national origin.

## For Additional Information

For information about citizenship, age, kinds of appointments, physical abilities, veteran preference, and similar information, see Civil Service Commission Pamphlet No. 4, "Working for the U.S.A.," which can be obtained at most places where applications are available.



# PA Hx



Announcement No. 428  
Issued March 1971

U.S. CIVIL SERVICE COMMISSION  
BUREAU OF RECRUITING AND EXAMINING