



State of New Mexico
Classification Description

PHYSICIAN ASSISTANT

General Summary

The Physician Assistant (PA) provides primary medical care, treatment, and follow-up services, prescribes pharmacologic and non-pharmacologic treatments and therapeutic and corrective measures, and performs health promotion and preventive care. Physician Assistants provide services under the supervision of a physician. Services may be provided in a specialized medical area such as surgery, emergency medicine, orthopedics, or OB/GYN. Services may be provided in a designated hospital, clinic, skilled nursing facility, and/or an assigned geographical area. Populations served may include patients who are treatment resistant, physically and verbally aggressive, and/or cognitively impaired or developmentally disabled, requiring significant patience, empathy, and awareness of safety.

Physician Assistant Level I

Jobcode: HPPA26

Pay Band: HK

FLSA Status: FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Distinguishing Characteristics First level Physician Assistant performs the full scope of medical services within the scope of applicable licensure. Responsibilities include assessing and diagnosing illnesses, prescribing medications and treatments, and providing other related health care services to assigned patients.

Recommended Education and Experience for Full Performance

Licensure as a Physician Assistant by the New Mexico Board of Medicine and hold current National Commission on Certification of Physician Assistants (NCCPA) Certification, must possess prescriptive authority and may require DEA registration in New Mexico and two (2) years of experience as it pertains to the essential duties and responsibilities of the classification.

Minimum Qualifications

Licensure as a Physician Assistant by the New Mexico Board of Medicine and hold current National Commission on Certification of Physician Assistants (NCCPA) Certification, must possess prescriptive authority and may require DEA registration in New Mexico.

Essential Duties and Responsibilities*

- Provides primary health care, including medical diagnosis, treatment, prescription of medication and therapies, patient counseling, and staff consultation within area of specialization.
- Conducts daily onsite rounds for inpatient settings for evaluation, diagnosis, treatment, and case management in compliance with licensing and regulatory standards. Manages high-volume caseloads.
- Performs annual history and physical examinations and manages chronic health conditions.
- Performs women's health exams, including breast and pelvic exams.
- Orders and interprets laboratory tests, diagnostic imaging, and other tests.
- Provides education and training regarding medication and diagnosis to patients, family, staff, and other approved entities.
- Refers patients to other providers or care settings for specialized care.
- May direct nursing staff in providing healthcare or treatment to patients and residents.
- Maintains accurate and timely medical records.
- Accountable for all required documentation in accordance with medical policies, practices and protocols.
- May provide behavioral health assessments, treatment, referral, and the diagnosis and management of substance abuse disorders.

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- Assists in major invasive procedures and surgical operations and performs minor surgical procedures.
- Reviews and approves inpatient admissions.
- May participate as a member of assigned medical and administrative committees, such as quality improvement, licensing, infection control, pharmacy, and policy and procedure.
- Participates in departmental activities to comply with licensing, accreditation, and administrative policies.

Physician Assistant Level II

Jobcode: HPPA30

Pay Band: HL

FLSA Status: FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Distinguishing Characteristics

Leads physician assistant services for assigned populations or clinical specialties. Regularly assigns, instructs, and reviews the clinical work of medical specialists and/or other assigned staff. Employees at this level provide services for complex caseloads and perform/assist with medical procedures with the highest degree of independence and autonomy.

Recommended Education and Experience for Full Performance

Licensure as a Physician Assistant by the New Mexico Board of Medicine and hold current National Commission on Certification of Physician Assistants (NCCPA) Certification, must possess prescriptive authority and may require DEA registration in New Mexico and five (5) years of experience as it pertains to the essential duties and responsibilities of the classification.

Minimum Qualifications Licensure as a Physician Assistant by the New Mexico Board of Medicine and hold current National Commission on Certification of Physician Assistants (NCCPA) Certification, must possess prescriptive authority and may require DEA registration in New Mexico and two (2) years of experience as it pertains to the essential duties and responsibilities of the classification.

Essential Duties and Responsibilities*

- Performs all duties of Physician Assistant Level I.
 - May provide clinical supervision or oversight and consultation to first level physician assistants and nursing staff, including review of documentation.
 - May direct the development and management of schedules and staff assignments for clinic operations or for other care settings.
 - May develop and prepares reports on key indicators.
 - May develop and recommends practice standards which pertain to assigned programs; evaluates care outcomes and suggests strategies to improve program delivery
 - May participate in the development of policy and procedure.
 - Develops treatment, medication, and documentation tools to facilitate communication and consistency of patient care amongst providers.
 - Ensure policies and practices for medical care are compliant with accrediting and regulatory standards.
 - May participate as member of assigned medical and administrative committees, such as quality improvement, licensing, infection control, pharmacy, and policy and procedure.
 - Participates in departmental activities to comply with licensing, accreditation, and administrative policies.
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Statutory Requirements: Statutory requirements for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted including. It is the hiring Agencies responsibility to ensure the appropriate licenses/certifications are obtained for each position.

Conditions of Employment: Conditions of employment for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted.

Working Conditions: Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Established: 10/18/2019

Revised:

**Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website (www.spo.state.nm.us) to ensure this represents the most current copy of the position.*

*** Supervisor must supervise two (2) or more full-time positions.*