

**SOUTHEAST ALASKA REGIONAL HEALTH CONSORTIUM**  
**EXEMPT JOB DESCRIPTION**

Job Title: Midlevel Practitioner

Date: 05/2004 rev.

Reports to:

Grade: 21

Approval: Director, Human Resources

Job No. 159

**POSITION SUMMARY:** The Mid-level medical provider will provide general family medical care on an outpatient basis. The primary responsibility will include staffing week-end clinics. Will take calls as assigned. Will work under supervision of staff physicians but high level of autonomy is required since staff physicians may be off site at times.

I. **KEY RESPONSIBILITIES:**

**Key Responsibility #1:** (95%)

General family medical care/urgent care. Provide care for pediatrics, adults, gyn-ob, simple orthopedics, dermatology, minor emergencies, some basic psychiatry in collaboration with a SEARHC physician.

**Key Responsibility #2:** (5%)

Provide medical care to beneficiaries in SEARHC Clinic to include week-ends. Will participate in quality assurance activities, SQM projects and special projects as assigned.

II. **REQUIRED EDUCATION, TRAINING AND EXPERIENCE**

(A) What minimum level of education is ordinarily required to handle the key responsibilities of this job? Briefly state how it is used in this position.

Completion of Physician Assistant training or Family Nurse Practitioner training along with degree or certificate.

Appropriate certification and licensure to practice in Alaska.  
Emphasis on general family medical care.

(B) Is a special course of training required to qualify for this job?  
 Yes  No. If so, please specify type and duration.

(C) What type of experience would ordinarily be required to perform in this job at a beginning level? How long would it take (minimum cumulative years in a related occupational path) to gain this experience?

3 years of clinical experience as a Midlevel Practitioner.

III. **KNOWLEDGE, SKILL AND ABILITY**

(A) Describe the type and level of knowledge and ability required to perform acceptable work in this job. These must be required on a regular basis. DO NOT list an employee's personal credentials unless required by the job.

Ability to diagnose and treat appropriate common outpatient medical problems in general family medicine. Ability to recognize, consult and refer more serious and complicated medical problems. Ability to do simple outpatient procedures, eg suture laceration,

- (B) Identify the three most important applied job skills required to effectively perform in this job. (Examples: typing or computer applications skills, oral and written communication ability, math or analytical judgment skills, skill with equipment or tools, etc.)

Ability to take accurate medical history and perform thorough physical exams.  
 Ability to analyze information from history - physical, lab and x-ray to arrive at a diagnosis and make a treatment plan. Ability to provide empathetic, supportive care to the patients.

IV. **DECISION-MAKING/PROBLEM-SOLVING**

- (A) Describe the major decisions and problems that can occur in this job and who and what the decisions affect.

Will evaluate patient complaints and problems and make decisions regarding diagnosis, evaluation, referrals, and treatment. Decisions that most directly affect patient and secondarily affect the consortium financially ( can be both a plus + and minus -)

- (B) Using the decisions/problems described above, describe how these decisions are reached or problems solved and how closely the results are reviewed by your manager.

Decisions are made and problems solved after analyzing medical history, physical findings, lab and x-ray findings on the patients. Complicated decisions are made with consultation from staff physician. Decisions and problem solving will be reviewed informally on an ongoing basis through staff consultation. Formal review of medical records will be done no less than annually

V. **RESPONSIBILITY FOR CONTACTS**

Indicate the types of jobs or persons with which this job typically requires contact. Do not include contacts with direct superiors or subordinates. Include face-to-face, telephone and written communications with persons within and outside SEARHC. Indicate frequency of contact with the words frequent or infrequent.

<u>Job or Persons Contacted</u>	<u>Purpose of Contract</u>	<u>Frequency in Normal Duties</u>
Physicians	Patient Referrals	Frequent

VI. **MANAGEMENT SPAN AND CONTROL**

Does this job supervise others? [ ]Yes [X]No