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## AUSTIN HEART, P.A.

### JOB DESCRIPTION

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<b>JOB TITLE:</b>	<b>PHYSICIAN EXTENDER</b>	<b>DATE:</b>	6/12/98
<b>DEPARTMENT:</b>	Cardiology Care	<b>Revised</b>	2/18/03
<b>REPORTS TO:</b>	Assigned Physician and the Clinical Services Director	<b>JOB CODE:</b>	PS001

#### MINIMUM JOB REQUIREMENTS:

**EDUCATION:** Graduate of a Physician Assistant, Nurse Practitioner, or Clinical Nurse Specialist program. Must be licensed with corresponding Board.

**EXPERIENCE:** None.

**SKILLS REQUIRED:** Knowledge of medical safety practices and standard requirements to evaluate existing standards and implement new procedures. Knowledge of medical theory and practice to give and evaluate patient care. Knowledge of medical equipment and instruments to administer patient care. Knowledge of common safety hazards and precautions to establish a safe work environment. Must have prescriptive authority. Must have the ability to be credentialed at area hospitals. Skill in applying and modifying the principles, methods and techniques of medical care to provide on-going patient care. Skill in anticipating and reacting calmly to emergency situations. Skill in identifying problems and researching and identifying effective resolution. Skill in preparing records, writing reports, responding to correspondence and developing and maintaining department quality assurance. Skill in exercising a high degree of initiative, judgment, discretion, and decision-making. Skill in establishing and maintaining effective working relationships with patients, department managers, medical staff, and the public. Knowledge of utilization review/quality assurance/risk management guidelines. Ability to assist the hospital staff in maintaining an efficient, functional and reliable operation of patient care. Ability to work and communicate effectively with all employees and physicians of practice. CPR/ACLS certified. Good driving record.

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**FUNCTION:** Provides assistance to assigned cardiologist(s) and other Austin Heart cardiologists in providing high-quality care in a timely manner under physician supervision.

#### **DUTIES AND RESPONSIBILITIES:**

##### ESSENTIAL FUNCTIONS

1. Perform history and physical examinations on new and established patients.
2. Dictation of history and physicals and discharge summaries. Write progress notes in chart.
3. Review and coordinate necessary follow-up for studies/tests as it pertains to patient problems. Coordinate diagnostic and therapeutic activities. Ensure proper follow-up for lab work, nuclear examinations, X-ray reports, and other studies.
4. Formulate patient care plan that demonstrates an understanding of the patient's health problems.

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5. Implement a standard of care per protocol of AH physicians.
6. Screen and answer patient problems using the ability to act in accordance to the urgency of the problem as it is described and exists.
7. Give patients and families education, instruction and further information regarding their diagnoses, treatment, procedures, plans, medications, discharge instructions and follow-up.
8. Perform correspondence to referring physicians, families, insurance companies, etc. regarding patient evaluation and follow-up.
9. Use necessary judgement to renew and continue prescriptions as needed.

#### OTHER DUTIES

10. Collaborate with research staff for patient enrollment into drug/device research studies. Assist in specific phases of clinical research as delegated by AH physician.
11. Supports and participates in quality improvement activities with both hospital and office staff in order to enhance the quality and delivery of patient care.

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12. Be familiar with utilization review, quality assurance and risk management guidelines.
13. Maintain necessary CME as required by profession.
14. Other duties as assigned.

#### **RELATIONSHIPS AND INTERACTIONS:**

1.       Reports directly to the supervising physician.
2.       Reports indirectly to the Clinical Services Director.
3.       Provides assistance to Austin Heart Physicians.
4.       Regularly communicates with patients, vendors, and other Austin Heart staff.

#### **PHYSICAL DEMANDS:**

Normal or corrected to normal-vision, hearing, mobility and finger dexterity. Must be able to sit for extended periods of time and be able to mobilize frequently as needed. May require occasional stooping and/or bending, and occasional lifting and carrying of items weighing up to 50 lbs. Good communication skills, both verbal and written. Must be capable of operating office equipment such as computer, fax, telephone and printers. Must be capable of handling stressful conditions and multiple tasks. May involve potential exposure to blood, body fluids, ionizing radiation, etc.

#### **TYPICAL WORKING CONDITIONS:**

Some exposure to communicable diseases, toxic substances, ionizing radiation, medicinal preparations and other conditions common to a medical environment.

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I have read and understand the expectations and job duties of my position.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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# AUSTIN HEART, P.A.

## JOB DESCRIPTION

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<b>JOB TITLE:</b>	<b>HEART FAILURE CENTER MANAGER</b>	<b>DATE:</b>	3/12/03
<b>DEPARTMENT:</b>	Heart Failure Center	<b>Revised</b>	3/12/03
<b>REPORTS TO:</b>	Central Office Manager/Heart Failure Center Director	<b>JOB CODE:</b>	HF001

### MINIMUM JOB REQUIREMENTS:

**EDUCATION:** Master of Science in Nursing.

**EXPERIENCE:** One year of professional APN experience in a cardiology-related setting preferred, or two years experience as an APN in a primary care setting may be substituted for cardiology experience.

**SKILLS** Demonstrates ability to plan, organize and implement Heart Failure Center program goals and objectives in collaboration with the Heart Failure Center Medical Director. Fosters teamwork; demonstrates ability to communicate with and work with subordinates, peers, supervisors. Self-motivated, confident with skills. Excellent human relations and training skills. Ability to maintain confidentiality of sensitive information.

**CERTIFICATE OR LICENSE:** APN (NP or CNS), RN, CPR/ACLS certification preferred. Prescriptive Authority required.

**FUNCTION:** Develop, organize, direct, and coordinate all aspects of the activities of the Outpatient Heart Failure Center. Serve as a resource to physicians, nurses, and other personnel in relation to the Heart Failure program and its patients.

### DUTIES AND RESPONSIBILITIES:

#### ESSENTIAL FUNCTIONS

1. Reviews/implements Heart Failure program objectives, policies and procedures.
2. Complies with Physician extender job description as required by Heart Failure Center Medical Director.
3. Responsible for collaborating with Austin Heart physicians, personnel and ancillary departments to ensure Heart Failure Center needs and goals are compatible with clinical practice needs and goals.

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4. Maintains clinic standards for patient care and quality improvement.
5. Consults and collaborates with referring physicians regarding progress of patients through written and verbal reports on a regular basis.
6. Ensure adequate staffing in the clinical areas. Work in conjunction with the Clinical Director to facilitate the hiring process. Responsible for initiating the hiring process, reviewing and screening potential candidates, and interviewing candidates. Schedule and guide training for new employees.

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7. Administer performance evaluations to all Heart Failure Center staff. Identify employees with job performance problems and take action, in conjunction with the Clinical Director, to correct the problem.
8. Develops and implements educational materials and tools for patient and staff education.
9. Assist in any Heart Failure research projects in collaboration with the Austin Heart Research Department.
10. Counsels patients and families on psychosocial adjustment to illness/treatment.
11. Reports to Administration on progress of unit, areas of concern, areas of future development.

### OTHER DUTIES

1. Work closely with the Heart Failure interdisciplinary team of the Heart Hospital.
2. Maintains patient confidentiality.
3. Participates in professional development activities and maintains professional affiliations.
4. Utilizes appropriate resources to perform department objectives.
5. Assures adequate supplies needed for clinic on daily basis. Keeps all equipment in proper working order.
6. Performs other duties, within realm of competency, as needed.

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### **RELATIONSHIPS AND INTERACTIONS:**

1. Reports to the Central Office Manager and the Heart Failure Center Director.
2. Regularly communicates with patients, physicians, vendors and other Austin Heart staff.
3. Frequent interaction with physicians, clinics, and referring physician's offices.

### **PHYSICAL DEMANDS:**

Normal or corrected to normal-vision, hearing, mobility and finger dexterity. Must be able to sit for extended periods of time and be able to mobilize frequently as needed. May require occasional stooping and/or bending, and occasional lifting and carrying of items weighing up to 50 lbs. Good communication skills, both verbal and written needed. Must be capable of operating office equipment such as computer, fax, telephone and printers. Must be capable of handling stressful conditions and multiple tasks. Identified as a Category II under OSHA guidelines. May involve potential exposure to blood, body fluids or tissues. Must wear personal protective equipment and use universal precautions.

### **TYPICAL WORKING CONDITIONS:**

High paced clinical environment. Moderate to high stress. Potential exposure to communicable diseases, toxic substances, ionizing radiation, medicinal preparations and other conditions common to a medical environment. Possible travel between various hospitals and offices. Flexible work schedule is required.

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Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_