



LANE COUNTY  
B078B  
Established 07/06/11  
Bilingual Adjunct  
Established 5/9/18

## PHYSICIAN ASSISTANT - BILINGUAL

**CLASS SUMMARY:** To provide comprehensive primary medical care under the supervision of a licensed physician with emphasis on prevention of disease and promotion of health; and to perform related duties as assigned.

**SUPERVISION RECEIVED:** Receives direction from assigned management and supervisory staff and medical supervision from a licensed physician. Exercises functional and technical supervision over clerical, technical and professional personnel.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

1. Assess, diagnose and manage common primary care outpatient problems of an acute nature in the adult population, such as bronchitis, lower urinary tract infections, otitis media or bursitis.
2. Assess chronic diseases, make preliminary diagnoses and manage according to established treatment plans; institute new treatment plans with consultations and referrals as required.
3. Perform health maintenance examinations, using common screening methods, diagnostic testing and intervention of referral as indicated.
4. Provide patient education with an orientation towards specific disease treatment options, nutrition, exercise, and health maintenance behavior as indicated. Perform preliminary workup and refer patients with secondary or tertiary illness or injury; that is, those requiring hospitalization or specialty care and follow-up.
5. Perform minor office procedures to include suturing simple lacerations, routine excisions and biopsies, foreign body removal, wound care and debridement, casting of simple fractures, injections, venipunctures, catheterization, incision and drainage of superficial abscesses, thrombosed hemorrhoid incision.
6. Conduct emergency life saving measures as required with referral to a physician as soon as possible.
7. Interpret various diagnostic tests such as gram stains, wet mounts, urinalysis, spirometry, sonograms, EEG's.
8. Prescribe appropriate therapeutic measures, including medications, physical therapy,

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9.	or activity restriction. Provide counseling on primary care mental health problems such as depression, anxiety or family crises.
10.	Prescribe drugs within the scope of the practice; the physician in charge will determine which drugs the physician assistant is capable of prescribing.

**Knowledge of** (position requirements at entry):

- Principles, practices and concepts of primary medical care.
- Methods and techniques of primary medical care.
- Documentation procedures for charting and reporting physical and mental status of patients.
- Laws, rules and regulations governing the treatment and care of patients and the scope of responsibility of the provider.
- Clinical processes and procedures including scheduling, paperwork and assisting other professionals.
- Diseases, infections and preventative care of patients associated with the clinic.
- Services provided by the program, clinic and department.
- Community resources available for patient referral.
- Clinical processing and practices.
- Clinical supplies and medications.
- Contraception, contraceptive devices, sexually transmitted diseases and pregnancy testing.

**Skills in** (position requirements at entry):

- Interview and assess physical information of clients.
- Diagnose and treat diseases, ailments and illness.
- Prescribe medications.
- Manage a caseload of patients.
- Apply required knowledge and use sound clinical skills and judgment in the recognition, treatment, and referral of routine and non-routine medical, surgical, and psychiatric problems.
- Choose appropriate follow-up according to protocol.
- Coordinate and schedule patients for efficient processing in the clinic.
- Keep accurate and detailed records and charts on clients.
- Work without direct, close supervision, following prescribed guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Perform a variety of clerical processing tasks including typing, work processing, filing and receptionist duties.

**Training and Experience** (positions in this class typically require):

Bachelor's Degree or equivalent from an accredited college or university with major course work in primary care program for physician assistants. One year of responsible licensed Physician Assistant experience. An equivalent combination of experience and training that will

demonstrate the required knowledge and abilities is qualifying.

**Licensing Requirements** (positions in this class may require):  
Possession of a State of Oregon license as a Physician Assistant at the time of appointment.

Some positions may also require, at the time of appointment:

- Certificate granting full prescription authority
- Drug Enforcement Agency Certificate
- National Provider Identifier (NPI)
- Possession of a valid driver's license at time of application and a valid Oregon Driver's License by the time of appointment if required to drive.
- Certification from a recognized national certification body.
- Basic Life Saving Skills CPR/AID.

### **BILINGUAL "B"**

Bilingual designation is an adjunct classification.

Language - **Spanish**

#### **CLASS SUMMARY:**

To assist in providing bilingual communication with Limited English Proficient (LEP) persons. Individuals in these classifications do more than self-identify; they have successfully passed a test demonstrating proficiency in both English and the other language administered by the County. The need for the use of the second language in the performance of job duties in this classification has been identified.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.) In addition to the regular knowledge, skills, and abilities required of the employee's main classification, the bilingual duties of this adjunct classification may include, but are not limited to the following:

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| 1. | Interpreting between English speakers and LEP persons.                     |
| 2. | Orally translating documents.  |
| 3. | Providing oral assistance.   |
| 4. | Providing written assistance, including some written document translation. |

**Knowledge of** (position requirements at entry):

- Both languages, demonstrating the ability to convey information in both languages quickly and accurately.

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**Skills in** (position requirements at entry):

- Communicate clearly and concisely.
- Maintain confidentiality of communications.

**Training and Experience** (positions in this class typically require):

An equivalent combination of experience and training or demonstrated abilities qualifying the employee or applicant to perform the duties described herein. These skills and abilities may be acquired in various ways; i.e., education and/or bilingual or bicultural experiences.

**Licensing Requirements** (positions in this class may require):

Possession of a State of Oregon license as a Physician Assistant at the time of appointment.

Some positions may also require, at the time of appointment:

- Certificate granting full prescription authority
- Drug Enforcement Agency Certificate
- National Provider Identifier (NPI)
- Possession of a valid driver's license at time of application and a valid Oregon Driver's License by the time of appointment if required to drive.
- Certification from a recognized national certification body.
- Basic Life Saving Skills CPR/AID.

**NOTE:** This position is represented by AFSCME Local 2831 (Nurses).

**Classification History:**

Bilingual Adjust established 5/9/18.  
FLSA Status: Non-Exempt.