BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION	BAND	GRADE	SUBGRADE	FLSA STATUS
Health Care Professional	C	4Prem	B	Exempt

POSITION TITLE:	**Advanced Level Health Practitioner - Physician Associate**	**POSITION#**:	
☐**New** ☒**Revised**	**Date:**	**03/12/2026**	
SERVICE TYPE:	AFSCME		

Employee Name:	**Paige Grosser**	**Department:**	**Health Center**	**Supervisor:**	**Primary Care Clinical Practice Manager**
FTE:	1.0	**Employment Status:**	Regular Full Time		

Position Summary:

The Advanced Level Health Practitioner – Physician Associate provide high quality, comprehensive primary care and treatment to a diverse patient population in a team-based, patient care centered primary care setting. This position emphasizes prevention, chronic disease management, timely access, whole-person care, and reduction of health disparities. The Physician Associate practices within a collaborative practice agreement and within the scope defined by the Oregon Medical Board, organizational credentialing, and health center protocols.

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	**MFA**: Clinical Care Delivery and Patient-Centered Primary Care Home **Essential Duties**: • Serve as the Primary Care Provider (PCP) for empaneled patients of all ages. • Lead and coordinate the activities of care team members through team meetings, daily huddles, individual coaching, and written care plans to support consistent, coordinated, and patient-centered care. • Maintain a schedule and daily visit volume that meets organizational expectations for access, productivity, and continuity of care, while sustaining quality, timely documentation, and safe patient care. • Provide high-quality, comprehensive primary and preventive care in an ambulatory setting consistent with licensure, credentialing, privileging, clinical protocols, and organizational standards. • Obtain patient histories, perform physical examinations, assess health status, diagnose and treat acute and chronic conditions, and develop appropriate treatment and follow-up plans. • Prescribe, administer, and manage medications and therapies within scope of practice, regulatory standards and organizational policy. • Order, interpret, communicate, and follow up on laboratory, imaging, and other diagnostic tests within established organizational and regulatory timelines to ensure safe, timely, and continuous patient care. • Perform procedures within scope of practice and approved health center protocols and established practices • Accurately document, code, and close patient encounters in the electronic health record within organizational documentation standards, including completion of visit documentation within 72 hours of the encounter unless a shorter timeframe is required by health center and regulatory best practices. • Review and manage results, refill requests, in-basket messages, orders, and other clinical follow-up responsibilities within established organizational and regulatory timelines to ensure safe, timely, and continuous patient care.	90%

	• Manage an assigned patient panel using evidence-based, team-based strategies that promote continuity, prevention, chronic disease management, timely follow-up, and closure of care gaps. • Collaborate with medical, behavioral health, dental, pharmacy, nursing, public health, and community partners to coordinate whole-person care. • Participate in after-hours or backup call responsibilities as assigned. • Provide care at other clinic locations or provide cross-coverage for other providers based on patient care and operational needs. • Model and reinforce PCPCH attributes within a team-based, patient-centered primary care home demonstrated as follows: o Provide input and follow patient scheduling protocols to provide timely access to care. Provide timely response to patient's contacts and questions. *(PCPCH Attribute: Access to Care)* o Contribute to development and follow best practice standards for chronic disease management, health maintenance, tests and procedures, lab preference lists, and med formulary. *(PCPCH Attribute: Accountability)* o Lead team in assessing and completing patient care plans in a comprehensive manner that includes physical, emotional, social, cultural, and socio-economic factors impacting health. *(PCPCH Attribute: Comprehensive Whole Person Care)* o Support and promote effective panel management and strategies that encourage continuity with patients assigned primary care provider. *(PCPCH Attribute: Continuity)* o Participate in assuring timely referrals by providing appropriate information to aid effective and efficient care coordination. *(PCPCH Attribute: Coordination & Integration)* o Engage patient and family in decision making regarding their care. Demonstrate respect for patients' culture and beliefs. Assist in assuring patient centered self-management goals are established. Demonstrate awareness of patient's literacy and health education needs. *(PCPCH Attribute: Person & Family Centered Care)* o Promote culturally responsive care by using trauma-informed, culturally responsive, and linguistically appropriate practices in all care and services provided by the provider and care team. *(PCPCH Attribute: Equity)*	
2	**MFA**: Care Team, Quality, and Organizational Practice **Essential Duties**: • Participate in peer review, case review, provider meetings, huddles, and interdisciplinary collaboration to improve patient outcomes and support consistent clinical practice. • Participate in quality improvement, population health, and patient safety activities, including use of data to improve access, quality, equity, and operational performance. • Contribute to the development, implementation, and refinement of clinical workflows, policies, protocols, and best practices. • Support efficient team-based care by communicating clearly with care team members and using team roles effectively and appropriately. • Participate in training, mentoring, and onboarding activities for staff, students, or colleagues as assigned. • Maintain required licensure, certification, continuing education, credentialing, and privileging in accordance with organizational standards. • Attend required meetings, trainings, and organizational activities unless excused, and complete all assigned mandatory education within established timeframes to maintain compliance with organizational and Health Center regulatory requirements. • Perform other duties as assigned consistent with licensure, training, and clinic operational needs.	10%
	Other Duties As Assigned	
Percentages should total 100%		**100%**

Education, Licensure, and Certification Requirements:

- Graduate of an accredited Physician Associate/Assistant program.
- Current unencumbered Oregon license to practice as a Physician Associate/Assistant with prescriptive authority, or ability to obtain by date of hire.
- NCCPA certified or eligible
- Current DEA registration, or ability to obtain by date of hire.
- Current Basic Life Support (BLS) certification.
- Ability to obtain and maintain credentialing and privileging in accordance with organizational standards.
- Possess a valid Oregon Driver's license
- Bilingual English/Spanish skills are highly desirable.

Qualification Requirements:

- Experience in a community health center, FQHC, or other ambulatory care setting is preferred.
- Ability to embrace and model the mission, values, and philosophy of the organization.
- Demonstrated ability to lead care teams and work respectfully and effectively with staff at all levels.
- Ability to work independently and as part of an interdisciplinary team.
- Ability to report to work as scheduled and work a flexible schedule, including evenings and weekends, if required.
- Demonstrated professionalism, sound judgment, accountability, and a nonjudgmental approach in patient and staff interactions.
- Strong customer service, critical thinking, time management, and organizational skills.
- Ability to pass required background check, drug screen (if required) and/or other pre-employment requirements, if applicable.
- Computer proficiency sufficient to document accurately and efficiently in the electronic health record concurrently with the patient visit and use standard workplace software.

Knowledge, Skills, and Ability Requirements:

- Principles and practices of primary care, preventive care, chronic disease management, and evidence-based medicine.
- Medical coding and documentation standards applicable to ambulatory practice.
- Principles of team-based care, panel management, care coordination, and quality improvement.
- Ability to meet organizational expectations related to clinical productivity, daily appointment volume, schedule management, documentation timeliness, and patient access.
- Ability to write, interpret, and comply with organizational policies, procedures, and clinical protocols.
- Ability to remain calm, organized, and effective in urgent, high-volume, or stressful situations.
- Ability to lead and influence care team activities to achieve clinical, operational, and patient care goals.
- Ability to communicate effectively and respectfully, orally and in writing, with patients, families, staff, community partners, and the public.
- Able to manage multiple competing priorities and maintain attention to detail in a fast-paced clinical environment.

Physical Requirements:

<u>Physical Demands</u>

- Requires use of hands for keyboarding, handling equipment, and performing clinical tasks, reaching, standing, walking, bending, lifting, carrying, pushing, and sitting for extended periods.
- Requires sufficient visual acuity, hearing, manual dexterity, and coordination to perform essential job duties safely and effectively.

Working Conditions:

- Regular exposure to infectious diseases and routine clinical hazards.
- Potential exposure to disruptive or physically threatening behavior.
- Work is performed primarily indoors in a clinical environment but may also include performing primary in the community setting, patient homes, in unhoused encampments, or in parking lots depending on the need.
- Requires use of computers, phones, scanners, and standard clinical and office equipment.
- Must be able to work effectively amid frequent interruptions and shifting priorities.

Emergency Preparedness:

Benton County is committed to emergency preparedness planning and implementation and disaster recovery. In the case of a Health Department, County, State, Federal or other emergency or disaster, this position may be called upon to assist in responding. This may require the assignment of additional responsibilities.

Quality Improvement Participation:

Employees are expected to participate in improving BHS' performance, processes, and programs through quality improvement activities, use of the PDSA model and participating on QI teams as assigned.

NOTE: This position description is intended to describe the general nature and level of work performed by an employee in this position. It is not intended to be an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, or working conditions. Duties and requirements may change based on operational needs.

Employee:_____Date:_____

Immediate Supervisor:_____Date:_____