

WRITTEN AGREEMENT

Primary Physician Assistant
Supervisor

Physician Assistant

Substitute Physician Assistant
Supervisor

QUESTION 1

JOB SUMMARY: The Physician Assistant shall assist in patient care and the professional activities of the physician.

RESPONSIBILITY: The Physician Assistant shall have the knowledge and competency to perform the following functions:

INTRAOPERATIVE CARE:

1. Positioning of the patient on the operating table.
2. Prep and drape the patient on the operating table.
3. Assist in surgery performing those tasks designated by the operating surgeons.
4. Remain with the patient until clinically stable and perform any other duties requested by the surgeon.
5. Establishment of effective relationships with all operating room personnel.

PRE AND POST OPERATIVE CARE:

1. Perform history and physical examinations on patients as requested by the supervising physician.
2. Perform preoperative teaching of the patient.
3. Independent patient rounds with assessment of patient's physical status, overall progress and review of current laboratory and radiologic studies.

4. Determine and order appropriate therapeutic regimens as outlined and requested by the supervising physician.
5. Maintain accurate patient progress records.
6. Timely notification of the supervising physician regarding patient condition and therapeutic regimens initiated.
7. Perform approved invasive procedures as described in this agreement and/or as requested and designated by the supervising physician within the supervising physician's scope of practice.
8. Develop discharge planning in conjunction with supervising physicians.
9. Dictate discharge summaries.

OFFICE/CLINIC VISITS:

1. Appropriately interview and examine all patients.
2. Appropriately record patient data.
3. Appropriately notify supervising physician regarding patient progress and therapeutic regimens initiated.
4. Provide wound and dressing care.
5. Perform minor surgical procedures using local anesthesia described in this agreement and/or as directed by the supervising physician within the supervising physician's scope of practice.

CLINICALLY ASSOCIATED DUTIES

1. Establish effective working relationships with referring physicians, administrators, nursing personnel and ancillary staff.
2. Participation in professional organizational activities.

GENERAL

1. 7 day a week, 24 hour a day coverage commitment properly shared among the physician assistant staff.
2. Provide services as described in this agreement and/or as directed by the supervising physicians, based upon educational backgrounds, professional experience, and limitations of State statute.
3. Participate in a minimum of 100 hours of continuing medical education activities every 2 years and maintain national certification.
4. Participate in hospital quality assurance as well as limited health professional departmental activities.

ADMINISTRATIVE

1. Keep hospital and clinic records up to date and complete reimbursement forms in a timely fashion.

PROCEDURES

1. In addition to the functions listed above, the following is a list of clinical procedures that may be performed. This list is based upon educational background, work experience and hospital privileging.

As follows:

First or Second Assist with Surgical Procedures
Remove sutures
Change dressing
Insert and remove naso-gastric tube
Venipuncture
Insert and remove Foley catheter
Insert intravenous line
Endotracheal intubation
Draw arterial blood sample
Perform nasotracheal suction
Anesthesia, local
Debridement and care of open wounds
Perform wound closure
Endometrial papille
Amniotomy
Cryotherapy of the cervix

PAP smears
IUD placement and removal
Incision/drainage/removal of Bartholin's cyst
Scalp lead placement
Intrauterine pressure catheter placement
Norplant insertion and removal
Vulvar biopsy
Perinatal ultrasound, Obstetric Suite, Antenatal Testing Unit
Non-stress testing
Colposcopy
Cauterization of cervix
Cervical biopsy and removal of cervical polyps
May administer controlled substances and whole blood and blood components

QUESTION 2/3

Primary supervision will be performed in the hospital/office/clinic setting by Dr. _____, personal contact on nearly a daily basis. For periods of time when the supervising physician is absent, then alternate supervision will be performed by the substitute physician assistant supervisor(s) who will meet all requirements of chart review, and have personal contact with the physician assistant on nearly a daily basis. When personal contact is not possible, the supervising physician or substitute supervising physician(s) will be available to the physician assistant by telecommunications at all times. All supervision is in accordance with the State Board of Medicine Medical Practice Act for physician assistants.

QUESTION 4

- St. Luke's University Health Network, 801 Ostrum Street, Bethlehem, PA 18015
- St. Luke's Hospital Quakertown, 1021 Park Avenue, Quakertown, PA 18951
- St. Luke's Hospital Allentown, 1736 Hamilton Street, Allentown, PA 18104
- St. Luke's Hospital Health Center, 153 Brodhead Road, Bethlehem, PA 18017
- St. Luke's Hospital Riverside Anderson Campus, 1872 Riverside Circle, Easton, PA 18045

AFFIRMATION

This written agreement has been read and understood by those signed below. Utilization of physician assistants is based on this document, the Medical Practice Act, institutional privileges, and the clinical judgements of the physician assistant and the supervising physician based on the welfare of the patient.

Primary Physician Assistant
Supervisor's Signature

Physician Assistant's
Signature

Substitute Physician Assistant
Supervisor