

**Title:** \_\_\_\_\_ **Family Health Team  
Clinical Teaching Sites  
Physician Assistant Medical Directive**

**Number:** 58002

**Activation Date:** January 2015

**Approved by HHS MAC:** January 11 2012

**Review Due By:** Every two years

**Sponsoring/Contact Persons:**

Supervising Physicians:

**The overall scope of practice of the Physician Assistant is determined by the scope of practice of the Supervising Physician. The PA shall perform delegated medical services under the supervision of the Supervising Physician. The clinical teaching sites are equipped with video and audio monitoring of all patient encounters.**

**Orders:**

Physician Assistants (PAs) may only perform those medical services which he or she is competent to perform and which are consistent with the PA's education, training and experience. PA shall consult with the Supervising Physician regarding any task, procedure or diagnostic problem which PA determines exceeds his or her level of competence, or shall refer such cases to Supervising Physician or another appropriate practitioner.

PA may implement the physician's prescription or order as per the following guidelines:

- x Laboratory tests and diagnostic imaging orders shall be based on clinical practice guidelines where applicable, best practice principles adopted by the supervising physician, or shall be approved by the Supervising Physician for the specific patient prior to being carried out.
- x Prescription Orders shall be implemented based on the above principles. PA is **not** allowed to implement orders for narcotic or controlled medications.
- x A prescription or requisition for diagnostic imaging or laboratory specimen analysis implemented by a PA pursuant to this medical directive must identify:
  - o Name and number of medical directive
  - o Name of authorizer, and
  - o Name and signature of the implementer

The PA shall perform medical services only when there is an appropriate level of supervision by a physician who has signed this medical directive. The physician and the PA must ensure there is a communication path that will enable the PA to identify the physician responsible for the care of the patient in order to contact him or her immediately, if necessary.

**Authorized Implementers:**

**(see Appendix 3: Signatures of Physician/Co-Implementer Approval Form and Appendix 4: Administrative Approval Form)**

Physician Assistants who have:

- x Certification from the National Commission on Certification of Physician Assistants (NCCPA) or the Canadian Physician Assistants Certification Counsel (CPACC).
- x Authorization from the supervising attending physician to see the physician's patients using this medical directive.

Co-implementers – Clinical staff working in conjunction with the Physician Assistant(s) and physicians are authorized to carry out procedures or dispense and administer medication provided they are satisfied that the conditions set out in the directive have been met and that the circumstances warrant implementation of the order or prescription.

**Recipient Patients:**

Patients who are registered to a supervising attending physician who has approved this directive.

**Indications: see Appendix 1, 2 for tools: Competency Record, Competency Checklist.**

PA shall perform delegated medical services under the authority and supervision of the Supervising Physician. The overall scope of practice is determined by the scope of practice of the Supervising Physician. For example, these services may include the following:

- x Periodic health exams, preventative care, well baby visit, prenatal care
- x Acute complaint presentations
- x Chronic disease management
- x Office procedures
- x Telephone triage
- x Review test and laboratory results
- x Dispensing and renewing medications
- x Any other tasks agreed upon by the PA and Supervising Physician that are inclusive of the supervising MD's scope of practice

**Contraindications:**

The PA will consult with the Supervising Physician

- x Any task, procedure or diagnostic problem which PA determines exceeds his or her level of competence, or shall refer such cases to Supervising Physician or another appropriate practitioner
- x For all life-threatening, persistent or unusual cases
- x Irate, hostile or drug-seeking patients

- x Cases that may have legal ramifications best handled by the Supervising Physician
- x At the request of the patient

**Consent**

PA(s) will obtain consent from the patient to implement physician's orders for assessments, diagnostics and therapeutics under this directive in accordance with any relevant Stonechurch Family Health Centre policies and procedures. The level of consent will be based on the level of care required. If a patient or a legal substitute decision maker is unable to provide consent, or if obtaining proper informed consent exceeds PA competencies, the PA will contact the Supervising Physician prior to implementing any orders or performing any procedures.

**Guidelines for Implementing the Order/Procedure:**

Physician Assistants will practice in accordance with the highest academic standards based on protocols established or adopted by the Supervising Physician.

**Documentation and Communication:**

The PA will document the history, physical examination, diagnostics and therapeutics in the progress notes or on the relevant form or section of the record in accordance with McMaster Family Health Team Stonechurch Family Health Centre site record keeping policies. S/he will ensure controlled acts are documented when performed. The PA will document discussions regarding care between the PA and physician, including any direct orders obtained from the physician, in the relevant section of the record. When transcribing a medical directive order, the PA will include the information in his or her sign-off.

- x Name and number of this directive
- x Name of the attending Physician, and
- x PA's printed name and signature

Physician's may co-sign direct orders or medical directives transcribed by the PA at their discretion.

**Review and Quality Monitoring Guidelines:**

Staff identifying any untoward or unintended outcomes arising from implementation of orders under this directive, or any issues identified with it will report these to the administrative lead or Supervising Physician as soon as possible for appropriate disposition. This does not include untoward or unintended outcomes or issues that are possible clinical sequelae regardless of whether a direct order or directive is used.

**Administrative Approvals:**

Review and approval by relevant administrative committees and staff members including a signed copy of approvals, is maintained as part of the medical directive record.

**Approving Physician(s)/Co-implementers:**

A signed copy of approvals by the primary Supervising Physician, all other supervising physicians, and coimplementers will be maintained with the medical directive record.

**Appendix:**

1. Level 1 Assessment PA Competency Checklist
2. PA Skills Competency Checklist
3. Physician Approval Form/Co-Implementers Approval Form
4. Administrative Approval Form

**Appendix 1 - PA Competency Checklist**

PART A: CORE COMPETENCIES (From the Ontario PA Competency Profile)

Completed by Dr \_\_\_\_\_

*Performance occurs only under the supervision of a registered physician. Add or delete to reflect specific PA role in each clinical setting of PA practice*

Time Period: **January 2014 - January 2015** Date: February 1 2015

Clinical Area:

**Physician Assistant (PA)**

**Primary Supervising Physician:**

Delegation indicated for Aspects of History and Assessment rated as Satisfactory

| Competency Area   | Delegation indicated for Aspects of History and Assessment rated as Satisfactory |    |
|---|--|----|
|   | Yes  | No |
| <b>CLINICAL EXPERT</b>  |  |    |
| Basic Science knowledge and understanding of patho-physiology of disease  |  |    |
| Obtains relevant and detailed health history as appropriate   |  |    |
| Conducts comprehensive and focused physical assessments and provides preliminary interpretation of clinical findings  |  |    |
| Utilizes primary and secondary assessments results to formulate a preliminary differential diagnosis and determine if further clinical investigation is required  |  |    |
| Implements physician orders and completes preliminary interpretation of necessary diagnostic tests, which may include, but are not limited to, hematology, microbiology, chemistry, serology, urinalysis, blood gas, ECG, peak flow, and plain film x ray |  |    |
| Recognizes the limitations of their practice and makes proper use of consulting services.   |  |    |

| Competency Area  | Unsatisfactory | Satisfactory |
|--|----------------|--------------|
| <b>COMMUNICATOR COMPETENCIES</b>   |                |              |
| Develops rapport, trust, and ethical therapeutic relationship with patients, families and caregivers   |                |              |
| Accurately elicits and synthesizes relevant information and perspectives of patients, families, caregivers, and toerh health care professioanls taking into account patient beliefs, concerns, expectations and illness experience |                |              |
| PA is able to convey relevant information and explanations, including a proposed treatment plan, to their supervising physician  |                |              |

Medical Directives, Physician Assistant, November 2011, February 2013, October 2014

|  |  |  |
|--|--|--|
| Effectively communicated the physician approved management and treatment plan to the patient, family, caregivers, and healthcare professionals   |  |  |
| Maintains clear, accurate, and appropriate records for the patient encounter and management plan including: Admission notes, progress notes, discharge notes, orders, prescriptions, dictates records, and consultation requests |  |  |
| <b>COLLABORATOR COMPETENCIES</b>   |  |  |
| Participates effectively in a collaborative practice model while recognizing their role and limits within the healthcare team  |  |  |
| Works effectively with healthcare professionals to prevent, negotiate, and resolve inter-professional conflict   |  |  |
| Promotes understanding of the PA role and the Physician-PA relationship as part of a collaborative practice model  |  |  |
| Demonstrates a respectful attitude toward other colleagues and members of the inter-professional team  |  |  |
| <b>MANAGER COMPETENCIES</b>  |  |  |
| Manages time effectively by prioritizing and executing tasks in collaboration with colleagues balancing patient care, practice requirements, outside activities, and personal life   |  |  |
| Utilizing a physician and hospital approved management plan, allocates finite healthcare resources appropriately   |  |  |
| Employs information technology appropriately for patient care  |  |  |
| Participates in activities that contribute to the effectiveness of the healthcare organization and systems   |  |  |

| Competency Area   | Unsatisfactory | Satisfactory |
|---|----------------|--------------|
| <b>HEALTH ADVOCATE COMPETENCIES</b>   |                |              |
| Advocates on behalf of their patients to provide them with required medical care within appropriate time frames   |                |              |
| Identifies and responds to individual patient health needs and issues by advising on health maintenance and preventative medicine (i.e. substance abuse, lifestyle issues, injury prevention, occupational health issues) |                |              |
| Identifies the determinants of health of the population they serve, including barriers to accessing care and local resources  |                |              |
| <b>SCHOLAR COMPETENCIES</b>   |                |              |
| Accepts and acts on constructive feedback   |                |              |
| Self-evaluates continuously and sets goals for improvement as related to professional practice  |                |              |

|   |  |  |
|---|--|--|
| Participates in evidence-based practice by critically appraising retrieved evidence in order to address a clinical question and integrating critical appraisal conclusions into clinical care                               |  |  |
| Contributes to the education of patients house staff/students, and healthcare professionals   |  |  |
| Participates and contributes to rounds, seminars and learning events  |  |  |
| <b>PROFESSIONAL COMPETENCIES</b>  |  |  |
| Exhibits appropriate professional behaviour in practice including honesty, integrity, commitment, compassion, respect, and altruism   |  |  |
| Demonstrates a commitment to delivering the highest quality care and maintenance of competence  |  |  |
| Recognizes and appropriately respond to ethical issues encountered in practice, including issues of patient consent, disclosure of medical errors, and patient confidentiality as defined by practice standards and the law |  |  |
| Demonstrates a commitment to their practice role and the unique Physician-PA relationship   |  |  |

|                           |
|---------------------------|
| <b>OVERALL COMPETENCE</b> |
|---------------------------|

**Comments Section:** (may use reverse side if required)



**Appendix 2**

**PA Skills Competency Record**

Name: \_\_\_\_\_

| SKILLS   | APPROVED COMPETENCY |       |       |
|--|---------------------|-------|-------|
|  | Date:               | Date: | Date: |
| 1. Perform peak expiratory flow tests  |                     |       |       |
| 2. Perform fluorescein examination   |                     |       |       |
| 3. Perform visual acuity measurement   |                     |       |       |
| 4. Perform Papanicolaou Test   |                     |       |       |
| 5. Collect blood samples   |                     |       |       |
| 6. Perform surgical samples  |                     |       |       |
| 7. Collect body secretions and body fluids (semen, sputum wound drainage, urine) |                     |       |       |
| 8. Use manual maneuvers and positioning to maintain airway patency)              |                     |       |       |
| 9. Insert airway devices (including nasopharyngeal, oropharyngeal, intubation)   |                     |       |       |
| 10. Recognize indications for oxygen therapy                                     |                     |       |       |
| 11. Select appropriate oxygen delivery devices                                   |                     |       |       |
| 12. Administer oxygen therapy  |                     |       |       |
| 13. Immobilize fractures and suspected fractures using splints and/or casts      |                     |       |       |
| 14. Cryo therapy   |                     |       |       |
| 15. Joint injection with supervision   |                     |       |       |
| 16. IUD insertion with supervision   |                     |       |       |
| 17. Endometrial biopsy with supervision  |                     |       |       |
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|  |                     |       |       |

Primary Supervising Physicians

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