

<b>POSITION TITLE:</b>	<b>Physician Assistant</b>
<b>JOB REPORTS TO:</b>	Program Manager
<b>LOCATION:</b>	Almonte
<b>DATE CREATED:</b>	September 2025
<b>APPROVED BY:</b>	Executive Director

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### **POSITION SUMMARY:**

We are seeking a **licensed Physician Assistant (CCPA)** to join our team in a **primary care clinic setting**. This role involves a combination of **clinical responsibilities** and **administrative support**, working closely with physicians and other healthcare providers to deliver high-quality, patient-centered care. The ideal candidate will be **registered with the College of Physicians and Surgeons of Ontario (CPSO)**, demonstrate excellent clinical judgment, and bring strong communication and organizational skills to the role.

### **RESPONSIBILITIES:**

#### **Clinical Duties (as delegated by physician supervisor)**

- Conduct comprehensive patient assessments including history-taking and physical exams
- Order and interpret diagnostic tests and imaging
- Prescribe medications
- Perform minor procedures within scope (e.g., cryotherapy, IUD insertion/removal, injections)
- Provide counseling and education on disease prevention and health promotion
- Coordinate care with interdisciplinary teams and specialists
- Arrange follow-up care and make referrals as appropriate
- Maintain accurate and timely documentation in the EMR

#### **Administrative & Support Tasks (as delegated by physician supervisor)**

- Manage physician inboxes and EMR messages within scope
- Process letters, consultation reports, forms, and hospital discharge summaries
- Renew prescriptions and address patient care queries
- Communicate effectively with clinic staff, patients, and retirement home staff
- For non-OHIP services, ensure patients are informed of any applicable fees and coordinate with administrative staff for payment collection

### **SKILLS & COMPETENCIES:**

- Knowledge and understanding of the Canadian and Ontario healthcare systems.

- Knowledge of the role of the PA within an interdisciplinary team and how to optimize collaborative relationships. Communicates effectively with all patients, families, peers and other health care professionals. The ability to share information and teach while treating a patient.
- Knowledge and proficiency in current evidenced-based methods and practices of primary care delivery, with an emphasis on health promotion and risk reduction.
- Excellent organization, research, evaluation, time management, communication and interpersonal skills.
- Proficiency in the use of computer hardware and software.
- Excellent verbal and written communication skills.
- Ability to be open and non-judgmental.

## QUALIFICATIONS/EXPERIENCE:

### Essential

- Graduate of an accredited Physician Assistant program (Canada or U.S.)
- Certified through the **Physician Assistant Certification Council of Canada (PACCC)** or **National Commission on Certification of Physician Assistants (NCCPA)**
- **Registered and in good standing with CPSO**
- Member of the **Canadian Association of Physician Assistants (CAPA)**
- Current **Basic Cardiac Life Support (BCLS)** certification
- Previous experience in **primary care medicine**
- Strong communication, documentation, and interpersonal skills
- Ability to function independently and as part of an interdisciplinary team
- Must pass a **Vulnerable Sector Check**

### Assets

- Experience in rural or community-based primary care
- Proficiency with electronic medical records (EMRs), PS Suite preferred.
- Initiative, adaptability, and a strong commitment to patient-centered care

## WHAT WE OFFER

- Supportive, collaborative clinical environment
- Diverse patient population and varied scope of practice
- Opportunities for continuing education and professional growth

## HOW TO APPLY

Please submit your résumé and cover letter to Kaylin Lesway @ [klesway@ovfht.ca](mailto:klesway@ovfht.ca)