



Position Summary

Position Title: Physician Assistant (PA)

Reports to: Program Manager

Revision Date: October 2026

Position Summary

The Physician Assistant (PA) is an integral member of Quest Community Health Centre's interdisciplinary primary health care team, working collaboratively with physicians, nurse practitioners, nurses, allied health professionals and community partners to provide comprehensive, accessible, equitable and client-centred care.

Working under the supervision of a physician and within the applicable Ontario regulatory framework, the Physician Assistant supports the delivery of primary health care services, including client assessments, clinical management, preventative care, chronic disease management, health education and care coordination.

The PA plays an important role in improving access to timely health care for Quest CHC's priority populations, including individuals experiencing homelessness, mental health and substance use challenges, poverty, social isolation and other systemic barriers to health care.

Key Responsibilities

1. Clinical Care and Assessment

- Conduct comprehensive and focused client health assessments, including obtaining medical histories and performing physical examinations.
- Identify client health concerns and develop appropriate care plans in collaboration with supervising physicians.
- Support the assessment, diagnosis, treatment and ongoing management of acute and chronic health conditions.
- Order and interpret diagnostic investigations as authorized through applicable legislation and physician delegation.
- Provide preventative health care, including screening, immunizations, health promotion and disease prevention.
- Perform clinical procedures within the PA's demonstrated competencies and authorized scope of practice.
- Identify clinical concerns requiring consultation with or escalation to the supervising physician.

2. Chronic Disease Management and Continuity of Care

- Support the ongoing management of clients with complex and multiple chronic conditions.
- Monitor treatment effectiveness, review investigation results and facilitate appropriate follow-up.
- Provide client education to support informed decision-making and self-management.
- Collaborate with interdisciplinary team members to address physical, psychological and social health needs.
- Support continuity of care through timely referrals, follow-up appointments and coordination with community services.

3. Health Equity and Priority Populations

- Deliver culturally responsive, trauma-informed and non-judgmental care.
- Recognize and address barriers related to the social determinants of health.
- Integrates gender-affirming care within broader primary care, including sexual health, chronic disease management, cancer screening, and preventive care tailored to individual anatomy and risk.
- Provides client centred gender affirming care across the lifespan within a primary care setting.
- Support clients with pre- and post-operative care within the CHC including follow-up, complication management, and coordination with external surgical teams.
- Support clients experiencing homelessness, mental health and substance use challenges and other complex health and social circumstances.
- Collaborate with outreach teams and community partners to improve access to services.
- Advocate for equitable access to appropriate health care and community resources.

4. Interdisciplinary Collaboration

- Work collaboratively with supervising physicians, nurse practitioners, registered nurses, social workers, outreach workers and other health professionals.
- Participate in case conferences, clinical consultations and interdisciplinary care planning.
- Facilitate referrals to specialists and community services in consultation with the supervising physician, as appropriate.
- Strengthen communication and coordination between clients, caregivers, health professionals and community partners.
- Contribute to an integrated, team-based approach that ensures clients receive care from the appropriate provider at the appropriate time.

5. Documentation, Quality and Client Safety

- Maintain accurate, comprehensive and timely electronic medical records.
- Ensure appropriate documentation of assessments, treatment plans, consultations and follow-up.
- Adhere to organizational policies, clinical protocols, privacy legislation and professional standards.
- Participate in quality improvement initiatives, clinical audits and program evaluation.
- Recognize clinical limitations and seek physician consultation whenever required.
- Contribute to a culture of client safety, continuous learning and professional accountability.

6. Organizational Responsibilities

- Support Quest CHC's mission, vision, values and strategic priorities.
- Participate in team meetings, professional development and organizational initiatives.
- Contribute to service improvements that enhance client access, experience and health outcomes.
- Maintain effective professional relationships with colleagues and community partners.
- Perform other related duties consistent with the position and authorized clinical responsibilities.

Qualifications

Education and Registration

- Graduation from a recognized Physician Assistant education program.
- Current registration with the College of Physicians and Surgeons of Ontario (CPSO) in the Physician Assistant class.
- Current Basic Life Support certification.
- Additional relevant clinical certifications are considered assets.

Experience and Competencies

- Experience in primary care, community health or another relevant clinical environment is preferred.
- Demonstrated ability to provide care to individuals with complex medical and psychosocial needs.
- Understanding of the social determinants of health, health equity and trauma-informed care.
- Strong clinical assessment, critical thinking and problem-solving skills.
- Excellent communication, organizational and documentation skills.
- Ability to work independently within an established physician-supervision arrangement and collaboratively within an interdisciplinary team.
- Experience working with electronic medical records.

Working Relationships and Clinical Accountability

The Physician Assistant reports administratively to the Program Manager and is clinically accountable to the designated supervising physician(s), in accordance with applicable CPSO requirements.

The PA is responsible for practising within their education, competencies, authorized activities and established physician-supervision arrangements. Clinical decisions, consultations and escalation processes must comply with applicable legislation, regulatory standards and organizational policies,

Expected Outcomes

The Physician Assistant contributes to the following organizational outcomes:

- Improved access to timely primary health care appointments.
- Increased clinical capacity within the interdisciplinary primary care team.
- Improved continuity and coordination of care for clients with complex health needs.
- Reduced barriers to accessing health care for equity-deserving populations.
- High-quality clinical documentation, effective collaboration and safe client care.

Professional Registration and Accountability

The Physician Assistant is required to:

- Maintain current registration with the CPSO in the Physician Assistant class.
- Practise in accordance with the Regulated Health Professions Act, 1991, the Medicine Act, 1991 and applicable CPSO policies.
- Maintain the knowledge, skills and professional judgment necessary to provide safe, competent and ethical care.
- Recognize the limitations of their professional role and seek physician consultation when appropriate.
- Demonstrate professionalism, maintain appropriate therapeutic boundaries and work collaboratively with the interdisciplinary team.

Clinical Assessments and Patient Safety

The Physician Assistant must:

- Conduct clinical assessments within their competence and established supervision arrangements.
- Ensure that new clients receive the required assessment by a supervising physician when controlled acts are delegated.
- Identify clinical findings requiring immediate physician consultation.
- Obtain valid informed consent before providing treatment.
- Maintain appropriate clinical documentation and communicate relevant findings to the supervising

Prescribing and Diagnostic Investigations

The Physician Assistant will:

- Prescribe medications only where legally authorized through appropriate physician delegation.
- Ensure that prescribing decisions are supported by appropriate clinical assessments, clinical indications and informed consent.
- Not prescribe narcotics or controlled substances.
- Order diagnostic investigations only where legally authorized and in accordance with applicable delegation requirements.
- Review and communicate investigation results, ensure appropriate follow-up and consult the supervising physician when required.

The Physician Assistant must:

- Participate in continuing professional development (CPD) that meets the requirements of their certifying body.
- Provide annual evidence of CPD participation to the CPSO.
- Maintain clinical competence through ongoing education, professional development and reflective practice.

Skills and Abilities

- A minimum of 1 - 3 years of front-line experience with outreach provision, crisis management, and working with people who are experiencing homelessness, mental health and/or persons who use substances or other social science or health-related discipline.
- Equivalent experience will be considered.
- Awareness of, and sensitivity to, the health issues of the community.
- Familiar with Community Health Centre model of needs and wellbeing.
- Ability to provide compassionate, respectful, non-judgmental and culturally competent care to priority populations.
- Knowledge or willingness to learn approaches to care, including harm reduction, trauma informed, client driven care, and motivational interviewing.
- Strong interview skills and ability to communicate effectively in English, both in writing and orally. Proficiency in other languages is an asset.
- Ability to function independently in potentially difficult situations and the ability to decide what presenting conditions are a priority.
- Ability to deal with disruptive behaviour, crisis management and de-escalation.
- Ability to plan and organize assigned duties.
- Ability to establish positive working relationships with multi-disciplinary team, clients and service providers.
- Ability to problem-solve and apply sound judgment.
- Proficiency in the use of computer software such as Microsoft Office and electronic medical records such as PS Suites.
- Knowledgeable with resources within the community and methods of access.

Conditions of Employment

- Valid Ontario Driver's License, access to a reliable vehicle, and a Police Reference Check are required.
- Current certification or willingness to become certified in Non-Violent Crisis Intervention (NVCi).
- Maintain confidentiality in compliance with the Personal Health Information Protection Act (PHIPA), Freedom of Information and Protection of Privacy Act (FIPPA) and Personal Information Protection and Electronic Documents Act (PIPEDA).
- Maintain and develop professional competency through training or appropriate continuing education.
- Understands and works within the Occupational Health and Safety ACT (OHSA) and Personal Health Information Protection Act (PHIPA).
- Demonstrates a commitment of a health and safety environment for self and others by taking all reasonable precautions and working in compliance with
- May include stressful environment where there are mental and emotional demands with an expected amount of unpredictable behaviors
- Potential exposure to traumatic situations

Physical Demands

The position requires fine motor movements and gripping, handling and/or lifting 10-25 pounds. It also requires sufficient mobility to allow sitting, standing and twisting to reach patients and equipment. The position also requires far and near vision, depth, spatial and form perception, feeling, reading, writing.

Speech and listening are critical aspects of the role to effectively communicate with the clients and colleagues, to give and receive information and to establish general rapport to relieve anxiety.

Working Conditions

The duties of this position are performed both inside and outside the health care centre including satellite locations and points of service. Work settings include community locations such as hospitals, homes, shelters and drop in centres where the potential for dangerous situations to occur is higher than in an office setting.

The candidate must be able to work varying work schedules, including evenings, and in multiple work locations.

We are committed to workplace equity and diversity, and encourage submissions from equity-deserving groups who identify based on ability, cultural background, race, sexual orientation and/or gender.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____