



# Physician Assistant - Corrections

## Job Description

Department: Sheriff  
Position: Career Service  
Grade: 732  
Supervisory: No  
Reports to: Health Services Administrator -  
Corrections

### Summary

Under general guidance and direction of the Health Services Administrator - Corrections, the contracted supervising physician, and in accordance with the Physician Assistant Medical Practice Act, provides general medical care, assessments, evaluation, and treatment to inmates incarcerated at the Utah County Security Center.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assess and evaluate clinical problems and health care needs of the inmate population; perform physical examinations of inmates seeking medical attention including referrals by registered nurses.
2. Collaborate with the supervising physician to determine treatment plans for the chronically ill and for acute medical emergencies; prescribe relevant medication as needed; monitor ongoing patient care given by nursing and medical staff; refer to, or arrange for, outside providers when appropriate.
3. Conduct clinical evaluation of all labs, charts, and diagnostic tests.
4. Maintain and update patient charts, records, and information.
5. Maintain appropriate communication regarding inmate status and progress to provide education, guidance, case management and follow-up.
6. Perform medical evaluation when needed for inmate participation in work programs.
7. Collaborate with doctors and security center administrators in the development of policies, procedures, and nursing protocols; provide training and ensure compliance.
8. Ensure treatment is consistent with standards set forth by the National Commission of Correctional Health Care Standards; update procedures and protocols as needed.
9. Collaborate with other departments and agencies to improve patient care, identify additional resources and services, and provide staff development.
10. Develop and participate in continuous quality Improvement programs, studies, and drills to identify trends, prepare for emergencies, and improve overall quality of care.

### For Office Use Only

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Job Title: Physician Assistant – Corrections  
FLSA: Non-Exempt  
Effective Date: 11/14/2025  
Public Safety: No

Worker's Compensation: County  
Background Level: Civilian  
Safety Sensitive: Yes  
DOT: No  
ML: Individual Contributor

### **Knowledge, Skills, and Abilities**

- Knowledge of Physician Assistant Certified techniques including assessment, diagnosis, planning, implementation, evaluation, and emergency resuscitation procedures
- Knowledge of appropriate handling of protected health information (PHI)
- Skilled in Basic Life Support (BLS), basic First Aid, and wound care
- Skilled in counseling and teaching inmates and staff
- Skilled in writing comprehensive medical and incident reports
- Skilled in developing, implementing, and monitoring policies, procedures, and protocol
- Skilled in ordering medicines and ensuring their security
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to establish and maintain accurate records and files
- Ability to communicate effectively verbally and in writing
- Ability to maintain mental and emotional composure in a stressful and potentially dangerous environment
- Ability to detect and prevent dangerous situations

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

### **Work Environment**

Work is performed in the Utah County Security Center. The employee has frequent direct contact with inmates which presents a risk of bodily injury and exposure to unpleasant, dangerous, and even life-threatening situations. Work may expose the incumbent to contagious or infectious diseases, fumes, noxious odors or airborne particles, toxic or caustic chemicals. Work regularly requires the use of protective devices such as masks, eye shields, and gloves. The noise level in the work environment is usually moderate to loud. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use a high degree of manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear, and is occasionally required to stoop, kneel, or crouch. Specific vision abilities by this job include close and distant vision, ability to adjust focus, and

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ability to distinguish between shades of color and patterns. The employee is required to type, file and lift office and medical supplies up to twenty (20) pounds. The employee may be required to assist in moving or restraining individuals weighing over two hundred (200) pounds. The employee occasionally drives a motor vehicle.

#### **Position Type / Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the county and the employee. Rotating shift work is required, and occasional evening and weekend work may be required as job duties demand.

#### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

#### **Required Education and Experience**

1. Completion of a master level Physician Assistant Program.
2. Three (3) years of physician assistant work experience in a corrections setting.

#### **Additional Eligibility Qualifications**

1. Licensure by the State of Utah as a Physician Assistant.
2. DEA certification with prescriptive authority.
3. Utah Controlled Substance license.
4. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
5. Selected applicants will be required to submit to a pre-employment drug screen and background check.

#### **AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

#### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

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**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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