

Family Health Centers – Job Description

Approved By:
Title:
Approval Date:

JOB TITLE: Physician: Family Practice with OB & Call

DEPARTMENT: Medical Clinic

Revised Date: June 2009

FLSA STATUS: Exempt Non-Exempt

Salary Hourly

REPORT TO: Medical Director

JOB SUMMARY: Licensed Independent Practitioner. The Physician's primary job function is to be responsible for provision of comprehensive primary care services including Obstetrical and inpatient care for hospitalized patients of Family Health Centers. Works independently and interdependently with other clinic providers. Job performance is evaluated through direct observation, consultation and written documents.

SPECIFIC DUTIES / SKILLS (as related to the Mission Statement):

Access & Quality

1. Provide or arrange for comprehensive primary care services in a primary medical care ambulatory clinic setting and in the inpatient care setting, including laboratory and diagnostic workup, and specialty referrals.
2. Works independently using his or her best professional judgment while practicing medicine at FHC within his or her scope of practice. Works interdependently with other health care providers and health care staff in a team environment.
3. Perform minor outpatient procedures in accordance with FHC credentialing/privileging policy.
4. Provide consultation to other clinic providers either in person or by telephone.
5. Consult with and coordinate patient care with clinic physicians, covering community primary care physicians, specialists, pharmacists, nurses, or other health care professionals as appropriate.
6. Assess patient needs for specialty referrals, diagnostic and in-patient care and make appropriate referrals for service.
7. Responsible for accurate, timely, and complete documentation in patient records in accordance with FHC policy.
8. Participate in shared call system with other providers to provide continuous coverage for FHC patients on a 24 hour basis. Call includes phone availability after hours and may require arranging for and coordinating care with emergency room providers and admitting patients to the hospital after hours including weekends and holidays.
9. Provide patients and family members with counseling and education regarding health maintenance, disease prevention, diagnosis, treatment, and need for follow up as appropriate during each patient visit. Verify and document that the patient understands diagnosis, treatment and follow up recommendations.
10. Renders care to FHC patients in accordance with quality and standards as are established by FHC, the standards of care prevailing in the community, applicable law, and according to state and federal grant requirements for non-discrimination regardless of status, race, sex, religion, national origin, handicap, age, or ability to pay.
11. Provide clinical supervision and appropriate training of ancillary health care staff to assure quality of care for FHC patients in coordination with Clinic Operations Managers and nursing staff.

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12. Participate in FHC Quality Improvement activities including Chronic Care Collaborative programs, immunization improvement initiatives, pharmacy formulary development and utilization, and any other medical staff committee activities relating to peer review, risk management or development of clinical policies and procedures.
13. Participate in audits as required by state and national accreditation entities in order for FHC to meet and maintain all necessary standards and requirements.
14. Maintenance of credentials essential for practice, to include licensure, certification and CME.
15. Attend all required staff meetings, provider meetings, and participate in FHC committees or task force activities as directed by Medical Director.

Advocacy

1. Treat all patients with dignity and respect
2. Provide excellent customer service
3. Conform to Joint Commission and HIPAA regulations
4. PHI (Patient Health Insurance) Compliance

QUALIFICATIONS:

1. *Education:* Graduation from an accredited medical school with a degree of Doctor of Medicine or Doctor of Osteopathy. Must be Board Eligible/Certified.
2. *Licensure & Privileges:* Must possess current, valid unrestricted license to practice medicine in the State of Washington. Must have current, valid unrestricted DEA registration. Must be able to be continuously insurable by FHC's professional malpractice carriers at reasonable rates. Must be able to obtain and maintain active, unrestricted privileges at the hospitals used by FHC patients. Must be able to participate in and maintain eligibility to receive reimbursement for services from both public and private health care insurers as required by FHC.
4. *Essential Technical/Motor Skills:* As defined by Medical Staff Privileging Application and accepted by Chief Clinical Officer. Ability to communicate both verbally and in writing. Ability to write clear, concise and accurately.
5. *Interpersonal Skills:*
 - Skilled in interpersonal relationships.
 - Ability and willingness to work with a diverse individuals.
 - An awareness and appreciation for both the health and socioeconomic needs of a low-income, underserved population.
 - Ability to work effectively in a community health setting utilizing physicians, nurse practitioners, physician assistants, and support staff.
6. Must be computer literate
7. Bilingual English/Spanish preferred

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GENERAL DUTIES AND RESPONSIBILITIES:

- Maintain a courteous attitude toward internal and external customers at all times
- Ability to work in a team oriented atmosphere
- Honest, courteous and professional manner
- Good personal hygiene
- Free of alcohol and drug abuse
- Have a valid Washington driver’s license and insurable.

ESSENTIAL PHYSICAL REQUIREMENTS:

Physical Requirements	N/A	Rarely (1-12%)	Occasionally (13-33%)	Frequently (34-66%)	Regularly (67-100%)
Standing					x
Walking					x
Climbing		x			
Sitting				x	
Stooping / Kneeling				x	
Lift/Carry up to 15 lbs.			x		
Lift/Carry up to 30 lbs.			x		
Lift/Carry up to 50 lbs.			x		
Push/Pull up to 25 lbs. of exertion			x		
Push/Pull up to 50 lbs. of exertion			x		
Work below waist level			x		
Work at waist to shoulder level					x
Work above shoulder level			x		
Reach further than arm's length			x		
Fingering					x
Grasping / Holding					x
Talking					x
Hearing					x
Seeing					x
Work in confined spaces			x		
Exposed to extreme temperatures	x				
Operate tools or machinery (incl. office equip.)					x
Operate motorized vehicles/equipment	x				
Work at heights balancing	x				
Use/exposed to hazardous substances					x

SALARY RANGE: Physician base plus additional compensation (as applicable) as determined by current salary scale.

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

Signature below acknowledges that I have received a copy of my job description.

Employee Signature Date

Witness Signature Date