



**Clínica**  
*Monseñor Oscar A.*  
**Romero**

## **Clinica Msr. Oscar A. Romero Job Description**

**Position Title:** Physician- Family Practice  
**Department:** Medical  
**Position Reports to:** Medical Director

**Position Summary:** To fulfill duties of practicing medicine in a professional and ethical manner

### **Responsibilities:**

- Performs history and physical examinations on adults and children (if trained to do so). Physical exams includes pre-employment, school, sports, well child periodic screening, etc.
- Performs Pap smears, breast examinations, and other medical services and health prevention and screening as needed.
- Counsels for birth control and prescribes as appropriate.
- Gathers complete medical history and performs a physical exam on each client.
- Provides Treatment for and documents various related diseases.
- Review results of lab tests and diagnostic imaging and arranges appropriate follow-up.
- Provides for the provision of health education and appropriately documents all health education.
- Reviews referral/consultant reports and arranges appropriate follow-up.
- Answers miscellaneous medical questions in the absence of the Nursing Director or Medical Director.
- Assists in training of staff.
- Participates in provider meetings.
- Participates in chart review and quality assurance activities as detailed in the Quality Assurance policies and procedures.
- Supervises physician assistants, nurse practitioners, resident physicians and students.
- Provides back up for nursing director and medical director as follows:
  - a. Responds to calls from pharmacies regarding prescriptions and refills
  - b. Responds to calls from other physicians
  - c. Responds to calls from patients requiring medical advice when the Registered Nurse is not available.
  - d. Triage walk-in patients when the R.N. is not available at the request for front or back office staff.



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- e. Assists the front office staff in arranging for appropriate arrangements for patients who arrive when the provider they were scheduled with has been canceled-i.e. reviews the medical record and helps determine how soon and where the patient should be seen.
- Other responsibilities and duties as assigned.

**Observes CMOAR Appearance/Dress Standards.**

- Observe regulations on time card use and reporting.
- Maintain attendance as a policy.
- Maintain a clean and safe work area.
- Observe general Safety/Employee Health policies and procedures.
- Maintain a current annual health screening.
- Observe CMOAR Appearance/Dress standards.
- Maintain the privacy and confidentiality of both client and employee with regard to medical records.
- Display clearly visible identification.
- Treat all patients with respect and dignity and adheres' to the Patient Bill of Rights.
- Treats all employees with respect and dignity in accordance to non-discriminatory policy and procedure.
- Treat all employees/clients in a courteous and professional manner.
- Conduct only work related conversations when clients are waiting for service.
- Do not discuss other staff members, policies, problems or medical care in public areas of clinic.

**Qualifications/Requirements:**

- Current Medical License from the Medical Board of California
- A Medical Doctor degree from an accredited U.S. Medical school or a non-U.S. medical school with evidence of having passed the FLEX examination for foreign graduates.
- Drug Enforcement Administration Registration Certification with current DEA registration Number.
- Board Certification or evident for being Board Eligible in a primary care specialty.
- Knowledge of practice of medicine according to the standard of care in our community.
- Skill in written and verbal communication
- Ability to establish and maintain effective working relationships with employees, other agencies, and the public



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- Ability to manage and lead clinic operations.
- Selected applicants are subject to, and must pass, a full background check.

**CLINICA MSR. OSCAR A ROMERO IS AN EQUAL OPPORTUNITY  
EMPLOYER**