

JOB DESCRIPTION

JOB TITLE: Family/ General Practice Doctor
DIVISION: Via Care Community Health Center
SUPERVISOR: CMO
STATUS: Exempt/ Full Time

POSITION SUMMARY

As a member of Via Care Community Health Center, the Family Practice Physician will provide continuing, comprehensive health wellness, preventive and medical care to entire families regardless of sex, age, or type of problem. Ensures the practice team maintains a central role in coordinating and managing the care of these vulnerable patients and that they receive optimal care, including acute illness management, chronic disease management, and preventive care across multiple health settings and multiple physicians/providers. Follows established departmental policies, procedures and objectives, continuous quality improvement objectives, and other control standards. Directs ambulatory care and services for registered Via Care Community Health Center patients. Directs and supervises other health care providers and nonmedical personnel, as well as, participates in quality assurance, quality improvement, peer review and special projects.

DUTIES AND RESPONSIBILITIES

- Manages and maintains a program of comprehensive health for the patients, to include preventive medicine, behavioral sciences, and community health.
- Assist patients with chronic conditions in navigating and accessing all levels of chronic care services, including quality care, health education, and social services
- Prepares and reviews medical histories and obtains data through interviews.
- Examines patients, formulates diagnostic plans, defines and orders required diagnostic testing. Interprets examination findings and test results, and implements treatment plans.
- Prescribes and assesses effectiveness of pharmaceuticals, other medications, and treatment regimens as appropriate for patient medical conditions.
- Determines need for consultation and assists in medical care and treatment provided at the direction of other specialists.
- Participate in other care procedures according to training and demonstrated ability.
- Provide supportive and definitive care to patients with primary care appropriate medical conditions, based on documented and demonstrated proficiency.
- Manages primary care services, formulates plans and procedures for operating outpatient services directed toward health maintenance as patient's primary care provider.
- Actively participates in the Family Practice Clinic by supervising assigned medical staff, nurses, and other medical technicians as assigned.
- Attends and actively participates in departmental meetings, PCMH team meetings and huddles.
- Determines needs for, and advises on kind and quantity of, medical supplies and equipment if applicable.

- Care management of highest risk patients to reduce risk, decrease hospital and ER utilization, and improve outcomes.
- Maintenance of a care management registry for documentation of highest risk patients, care management interventions, and care plans.
- Timely and ongoing communication with the PCP and practice team to identify highest risk patients and to maximize the management of patient needs and related risk reduction.
- Observes that communications with patients are culturally and linguistically appropriate.
- Interviews patient, obtains patient history, updates all information and documents in EHR according to standards.
- Provides patient medication information for all new prescriptions according to standards.
- Responsible for coordinating medical care with internal and external medical specialties as needed.
- Ability to supervise, advise, and train clinical professionals and/or students in area of expertise as well as, a variety of health-related topics, including first-aid measures, basic and advanced health care maintenance.

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform the job successfully.

- For entry into this specialty, a doctor of medicine or a doctor of osteopathy degree from an approved school of medicine or osteopathy.
- Completion of a residency in family practice acceptable to the State of California for licensure or board certification by the American Board of Family Practice, American Academy of Pediatrics, American Board of Medical Specialties, American Board of Physician Specialties or the American Osteopathic Association Bureau of Osteopathic Specialties is mandatory.
- Practice in a federally qualified health center or like practice serving diverse uninsured and underserved populations.
- Active California Medical Board license.
- Ability to establish and maintain effective working relationships with coworkers and representatives from other agencies or departments.
- Ability to organize and clearly express information in concise written form.
- Ability to read, comprehend and apply pertinent laws, rules and regulations.
- Demonstrated ability to work both independently and in a team environment.
- Fulfillment of education requirement satisfies this requirement.
- Effective verbal and written communication skills. English language fluency, additional language capability strongly desired.

SPECIAL REQUIREMENTS

- Must have a reliable automobile for use on the job (mileage to be reimbursed);
- Subject to a criminal background check prior to employment;
- Valid California Driver License;
- Must have and maintain state required automobile insurance coverage; and
- TB and physical clearance, to be renewed every year.

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

The following lists physical demands an employee will perform on a regular basis: sitting, viewing a computer monitor, typing/keyboarding, reading, handwriting, talking and hearing, walking, standing, talking on the phone, and driving (vehicle). Approximately 50% of time is spent sitting, while frequently required to walk, stand and bend. Must be able to talk and hear well. Good vision is imperative.

The following lists physical demands an employee may perform on an occasional basis: lifting an average weight of 20 lbs., lifting and carrying objects of various weights, crouch/knee/stoop/crawl and reach with hands and arms.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job any time.

Acknowledgment:

By signing this form regarding the job description outline above, I am stating that I am able to perform the duties as outlined including the physical demands and required hours.

Manager/ HR Name:	Employee's Name:
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Manager's/HR Signature: Date:	Employee's Signature: Date:
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I certify that this job description is an accurate description of the responsibilities assigned to the position.	I certify that I have read and understand the responsibilities assigned to this position.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required by the position.