Job Description

Position Title: Pediatric Physician, Pediatric Nurse Practitioner, Pediatric Physician Assistant

Department: Medical

Status: Full-Time

Starting Salary: Commensurate with experience plus excellent benefits

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

Responsibilities:
- Routinely provide medical care as described below to patients aged 0 to 18 years, and occasionally through 21 years of age.
- Take detailed histories and perform complete physical examinations. H & P can be for routine well child care & periodic screening, school, sports, pre-employment, etc.
- Gather relevant medical history and perform focused physical exam on each client who presents for a follow-up or sick visit.
- As necessary based on clinical situation, the pediatric provider will perform pelvic exams (including Pap smears) and breast examinations.
- Make diagnoses (or differential diagnoses if a specific diagnosis is pending) for each patient, educate the patient and parents on the diagnosis, and institute treatment and follow-up care based on current standards of care, official guidelines, and evidence based medicine.
- Provide other medical services and health prevention and screening.
- Counsel for family planning & birth control and prescribe as appropriate.
- Document accurately in the patient’s medical record.
- Review results of lab tests and diagnostic imaging and arrange appropriate follow-up.
- Provide health education and appropriately document all health education administered.
- Review referral/consultant reports and arrange appropriate follow-up.
- Answer miscellaneous medical questions in the absence of the Nursing Director or Medical Director.
- Assist in training of staff.
- Participate in provider meetings.
- Participate in chart review and quality assurance activities as detailed in the Quality Assurance policies and procedures.
- Supervise and/or train fellow providers, possibly including resident physicians, medical students, or other health care students. For physicians, this will include supervision of physician assistants and nurse practitioners if needed.
- Provide back up for nursing director and medical director as follows:
  a. Respond to calls from pharmacies regarding prescriptions and refills
  b. Respond to calls from other health care providers (specialists, emergency department, etc.)
  c. Respond 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 of front or back office staff
  e. Assist the front office staff in making appropriate arrangements for patients who arrive when the provider they were scheduled with has been cancelled - i.e. review the medical record and determine how soon and where the patient should be seen or what other action should be taken
- Participate in other responsibilities and duties as assigned, including after hours telephone call (nights, weekends, and holidays) for variable periods of time as well as other duties for which the provider is trained and qualified to perform

**Qualifications/Requirements:**
- Appropriate Medical License
  - Current Medical License from the Medical Board of California
  - OR Current Nursing License from the California State Board of Registered Nursing
  - OR Current Physician Assistant License from the Physician Assistant Committee of California
- Appropriate Degree
  - A Medical Doctor degree (M.D. or D.O.) 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.
  - OR an MSN Nurse Practitioner degree earned from an accredited program that meets Board of Registered Nursing standards
  - OR Degree/Certification of completion of an accredited Physician Assistant Training Program
Drug Enforcement Administration Registration Certification with current DEA registration Number.

Board Certification or evidence of being Board Eligible in pediatrics or the equivalent
  - Fellow of the American Academy of Pediatrics (FAAP) and/or completion of a Pediatrics Residency Program
  - OR Pediatric Nurse Practitioner – Certified (PNP-C)
  - OR Certification from the National Commission on Certification of PAs (NCCPA) with significant experience in pediatrics

Knowledge of practice of pediatric medicine according to the standard of care in our community.

Skills in written and verbal communication (preferably bilingual in English/Spanish)

Ability to establish and maintain effective working relationships with employees, other agencies, and the public

Ability to manage and lead clinic operations.

Selected applicants are subject to, and must pass, a full background check.