



## POSITION DESCRIPTION

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<b>TITLE:</b>	Staff Physician	<b>DEPARTMENT</b>	Clinic
<b>REPORTS TO:</b>	Chief Medical Officer	<b>JOB CODE</b>	00000
<b>STATUS:</b>	Exempt	<b>DATE</b>	2019

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### SUMMARY

Responsible for:

Provides primary care medical services to the patients of UMMA.

### ESSENTIAL DUTIES

1. Provides excellent customer service at all times, to internal and external customers.
2. Elicits and records information about patient's medical history.
3. Examines patient to determine general physical condition.
4. Order and accurately interpret necessary laboratory tests, pathology results, radiologist reports in the development and execution of a treatment plan for patients.
5. Documents gathered information in medical record as required by policies and analyses reports and findings of tests and examinations.
6. Prescribes treatments and medication.
7. Immunize patients from communicable diseases.
8. Advises patients concerning diet, hygiene, and methods for prevention of disease.
9. May provide prenatal care to pregnant women and may provide postnatal care to mother and infant if applicable.
10. Refers patients to medical specialist or other practitioner for specialized treatment.
11. May perform minor surgery/procedures.
12. Ability to develop positive rapport with patients and families to foster the physician/patient relationship.
13. Active participation in the Quality management Program, Peer Review, UMMA Provider activities, and UMMA's On-call schedule.
14. Provide preventative health care services in accordance with HEDIS and other national evidence based standards.
15. Able to finalize patient charting in a timely yet complete fashion to support billing levels.

### SUPERVISORY RESPONSIBILITY

The incumbent in this position does not have formal supervisory responsibilities. However, as a senior professional, he or she is expected to provide leadership and mentoring to less experienced staff members, medical students, as well as volunteers.

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### SERVICE VALUES

The employee is expected to provide the very highest level of service to Clinic patients and their families. In addition, his/her work ethic is expected to reflect the Islamic values and moral principles that inspired its founders. These include the core values that are universally shared and revered by society at large:

**Service  
Compassion  
Human Dignity  
Social Justice  
Ethical Conduct**

### ENVIRONMENT

The environment for this position is medical clinic that is clean and comfortable. It may include some minor annoyances such as noise, odors, drafts, etc. The incumbent is in a non-confined office-type setting in which he or she is free to move about at will. In addition, the incumbent may travel via personal vehicle or public transportation throughout the community.

### PHYSICAL ACTIVITY

In the course of performing this work, the incumbent:

- Will spend substantial time standing, sitting, speaking and listening
- Must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds
- May travel via personal vehicle or public transportation to other facilities throughout Los Angeles

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

### PHYSICAL DEMANDS

***Strength***

Standing 10%  
 Walking 10%  
 Sitting 80%  
 Lifting 10-25  
Lb.  
 Carrying 10-25  
Lb.  
 Pushing \_\_\_\_\_  
 lb. \_\_\_\_\_

10%
10%
80%
F
F
N

***Reaching***

Handling  
 Keyboarding  
 Throwing  
 Eye-Hand Coordination  
 Foot-Hand-Eye Coordination  
 Other \_\_\_\_\_

R
C
N
R
R

<u>Key</u>
C – Constant
F – Frequently
O – Occasionally
R – Rarely
N – Never

***Climbing***

Stairs  
 Ladders  
 Balancing  
 Other  
 \_\_\_\_\_

R
N
N

***Hearing***

Ordinary  
 Other \_\_\_\_\_

C

***Stooping***

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***Seeing***

Acuity - Near

C
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Kneeling	R	Acuity - Far	C
Crouching	R	Depth Perception	C
Crawling	N	Color Vision	C
Turning/Twisting	N	Field of Vision	C
Bending at Waist	R	Other _____	
Other _____			

### QUALIFICATIONS/ POSITION REQUIREMENTS

These specifications are general guidelines based on the minimum experience normally considered essential to the satisfactory performance of this job. Individual abilities may result in some deviation from these guidelines.

**EXPERIENCE / KNOWLEDGE:**

To perform effectively in this position, the incumbent must have:

1. Experience and training as a physician.
2. Physician with an active unrestrictive CA license to practice medicine by the Medical Board of California.
3. Leadership and/or management skills preferred.

**EDUCATION:**

1. Education and training necessary to obtain a medical degree. Requires valid license to practice medicine in the State of California. Board Certified or Board Eligible in specialty preferred.
2. Education, training and experience necessary to meet the underwritten requirements for inclusion under UMMA’s malpractice insurance coverage.

### EQUIPMENT & SOFTWARE OPERATION

The incumbent in this position may operate any/all of the following equipment:

- Telephone, cell phone, fax
- Computer, printer and related equipment
- Copy machine
- Audio-visual equipment
- Personal automobile

Computer software may include any or all of the following:

- EMR
- Population management software
- Microsoft Office
- Microsoft Access
- Design / Publishing software
- Internet browser

I have been given a copy of this position description. I understand that I may be asked to perform responsibilities and duties not listed in the description and that my supervisor may change the description at any time, according to Clinic needs.

Signed:	Date:
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Cc: Incumbent  
Employee's File  
Supervisor