



Staff Physician, Internist

Reports to: Chief Physician Adult Medicine

Department: Adult Medicine

Status: Exempt/Professional

Effective Date: September 28, 2020

Position Summary:

Providing (**Internal Medicine**) care from early adulthood (18 years and up) to an ethnically and socially diverse patient population, in accordance with protocols, policies and procedures; and ensuring quality of care and services. Providing professional leadership and training to residents, medical and other students, other professional and support staff to enhance their professional/patient care skills. Managing/performing specific clinic programs or initiatives from inception through implementation.

Essential Functions

1. Provides primary care/specialty care services to Clinic patients ensuring they receive quality, timely, professional care services in accordance with the clinic's mission and values.
2. Consults with physician specialist and para-professional personnel regarding care of patients and medical diagnostic work performed.
3. Participates in on-call, after hours department coverage as assigned. This may require the acquisition of hospital admitting privileges, and inpatient or convalescent care
4. Provides consultation to other medical services as requested by the Chief Physician, Associate Medical Director, Medical Director and/or Chief Medical Officer.
5. Assists the patient and family through all facets of accessing care at the clinic and elsewhere, serving as a resource to resolve patient and family concerns.
6. Consults with student and resident physicians and other professional and support staff regarding care and treatment of patients and supervises/mentors them in management of illness.
7. Participates in improving the quality of care including participation in peer review, setting clinical standards for medical support staff, and monitoring quality of medical services to patients.
8. Meets and consults with other staff providers on an on-going, regular basis to discuss clinical concerns and opportunities for care improvement.
9. Participates in team meetings and provides input on general operational issues to improve the quality of health care delivery to create and monitor protocols/guidelines for patient care and uniformity of documentation

10. Participates in the development and implementation of new clinic programs relating to specialty; may assume leadership for new health care initiatives and projects.
11. Identifies training needs of staff and collaborates with others to develop and implement appropriate training programs and opportunities to ensure a skilled and knowledgeable staff.
12. Performs/supervises functions, duties and services in compliance with regulatory agencies, contractual obligations and funding sources such as CHDP, EWC, Medi-Cal, Medi-care FPACT, FTCA, BPHC and Title X.
13. Monitors and ensures compliance with clinical evidence-based guidelines for Internal Medicine health care.
14. Participates in the review, revision and implementation of policies and procedures to ensure medical practices are in full compliance with regulatory requirements.
15. Monitors strict adherence to universal precautions as established by the Center for Disease Control and Prevention, Occupational Safety and Health Administration, DHS and clinic standards.
16. Establishes and maintains effective and positive working relationships with representatives of outside agencies, government entities, vendors, as well as other clinicians, volunteers and staff; represents the clinic site when appropriate.
17. Ensures patient/client confidentiality in accordance with HIPAA privacy regulations; demonstrates complete discretion when discussing patient information.
18. Practices cost-effective medicine by monitoring appropriate use of practitioner laboratory and prescription utilization in line with clinic preferred laboratory and drug formulary.
19. Completes electronic health record and other documentation for clinic sessions in a timely manner ensuring accuracy and completeness to ensure the clinic can collect funds for the services; ensures maintenance of electronic health records/documents in accordance with clinic policies and procedures, contractual obligations, regulations and funding sources.
20. Maintains working knowledge of medical and related skills through reading, participation in seminars and other educational opportunities and personal contacts/professional memberships in the field; ensures timely completion of continuing education required to maintain licensure.
21. Participates as a member of the clinic's management team; promotes the clinic's goals and philosophies to staff; participates in committees; and actively cooperates with others in support of the clinic's goals.
22. Participates, as a licensed clinician in designated in Emergency Operations, as needed per the commitments and responsibilities of WHCC

Minimum Qualifications:

To perform effectively in this position, the incumbent must have and maintain

- A valid license to practice medicine in the State of California, with no pending or previous disciplinary action from any state licensing entity
- Completion of residency in **Internal Medicine** and board certification or eligibility in specialty.
- Current DEA license and BCLS certificate
- Successful appointment and reappointment to the clinical staff
- A minimum of two years' experience in a primary care setting
- Working knowledge of state-of-the-art medical scientific and treatment methods in area of specialty
- Understanding of current medical, educational and psychosocial intervention procedures
- Ability to perform clinical duties within established guidelines in an organized, efficient manner
- Ability to relate and communicate well to all cultural and ethnic groups in the community, including fluency in written and spoken English. Bi-lingual skills in written and spoken Spanish are preferred.
- Working knowledge of direct outpatient care and management methods and practices in a community clinic setting. Prior experience in a similar setting is preferred.
- Basic knowledge of local, state and federal regulations relating to care of patients in a clinic setting; and prior experience with county, state and federal programs such as CHDP, FPACT, EWC, Medi-Cal, Medicare, BPHC, FTCA and Title X is preferred.
- Knowledge of common safety hazards and precautions sufficient to maintain a safe work environment
- Skill in identifying problems and recommending solutions in a clear, concise and proactive manner, including recognition and resolution of costly errors
- Ability to develop and maintain cooperative relationships with staff members, patients and other clinicians and work as a member of a multi-disciplinary team
- Ability to complete and maintain records in accordance with procedures utilizing an electronic health record system and Microsoft Office programs
- The flexibility to deal effectively with changes in work schedules and sites
- Current California driver's license and State-required insurance when using personal vehicle on clinic business and a driving record acceptable to the organization and/or its insurance carrier.
- Willingness to commit to the philosophy and goals of Watts Healthcare.

Typically, these skills are the result of completion of education and training that provides the necessary medical licenses and several years of experience, preferably including some in a community clinic environment.

The incumbent must be able to perform this job safely, without endangering the health or safety of him/herself or others. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.