

<b>Job Title:</b>	OB GYN Women's Health	<b>FLSA Status:</b>	Exempt
<b>Reports To:</b>	Chief Medical Officer	<b>Union Position:</b>	No
<b>Approved By:</b>	Director of Human Resources	<b>Department:</b>	Medical
<b>Approved Date:</b>	06/15/2016	<b>Jobs Supervised:</b>	Yes

**OUR MISSION** is to eliminate health disparities and foster community well-being by providing and promoting the highest quality care in South Los Angeles.

**OUR VISION:** St. John's Well Child and Family Center will be a leader, catalyst, and model for the best care, long-term community health improvements, and sustainable, health-enhancing system and structures in Los Angeles.

### **OUR CORE VALUES**

#### Dignity

We honor and respect every person we encounter as a valued member of the human family whose gifts and rights are to be protected.

#### Excellence

We support and champion individual and organizational growth, accountability, creativity, teamwork, and commitment to quality, and the best standard of care.

#### Well-Being

We promote and advocate for the full integration of our patient's physical and mental health with their needs as an active member of a vibrant and just community.

#### Social Justice

We collaborate with others to develop systems, organizations, and programs that address the needs of and empower all members of our community with a preference for the most vulnerable and disadvantaged.

### **JOB SUMMARY**

The OB/GYN Provider delivers comprehensive obstetrical, gynecological and women's reproductive health services for patients within scope of service/training. Services include: Basic women's health preventive care and immunizations within the context of the OB/GYN practice, health education, physical examinations, STD screenings, family planning, prenatal services, nutrition counseling, prescribing of medications, ordering and interpreting lab testing, ordering and managing referrals for high risk OB/GYN services outside the scope of the practice, and performing OB/GYN surgery as indicated and within the scope of training.

Note: If hired as a floater, the incumbent travels between all Company sites to provide care.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs a combination, but not necessarily all, of the following duties:

- Provide reproductive, interconception, and other health care services to patients, as appropriate;

- Perform obstetrical and gynecological surgical procedures commensurate with scope of practice and surgical competency;
- Refer patients to medical or obstetrical specialist for consultant services when necessary for patient's well-being;
- Follow up with patient regarding progress in high risk or emergency cases;
- Obtain patients' medical histories and performs physical examinations; documents all findings/information;
- Order or execute various tests, analyses and diagnostic images/procedures to provide information on patient's condition;
- Perform therapeutic procedures as allowed within scope of practice including but not limited to immunizations, wound care, and injections;
- Administer or prescribe treatment;
- Determines and prescribes medication, dosage, and schedule given the patient's condition and allergies;
- Discuss any possible side effects to medication or immunization with patient;
- Prescribe vaccinations within scope of practice to immunize patient from communicable diseases;
- Promote health by advising patients about diet, hygiene, and methods for disease prevention;
- Discuss any possible side effects to medication or immunization with patient;
- Promote health by advising patients about diet, physical activity, hygiene and methods for prevention of disease;
- Administer Family Planning services in compliance with Title X Rules and Regulations/Protocols;
- Consult with more experienced or other supervising providers as needed for complex patients;
- Meet established productivity goals;
- When needed for patient's well-being, refer patients to medical specialist for consultant services;
- Chart all patient transactions in accordance with policies and procedures. Write orders and record progress notes which will be reviewed and countersigned by supervising physician;
- Communicate and work with medical staff to ensure coordinated efforts for the provision of high quality medical treatment and patient service;
- Assist management in identifying, analyzing, and resolving work problems;
- Evaluate the effectiveness of existing clinical methods and procedures and suggest improvements;
- Perform daily rounds as required and documents patient care orders;
- Prepare timely, legible, and complete documentation of all patient care as provided by law, regulation, and established policy;
- Participate in continuing education to continually improve skills and abilities and stay abreast of current technologies/practices;
- Participate in Quality Improvement initiatives determined to be required by Company;
- Apply safety principles as identified by established policy;
- Make oneself available to travel to other sites within Organization to cover another provider's absence, often with very little advance notice;
- Ensure compliance with legal issues including but not limited to patient confidentiality and risk management; ensure compliance with JCAHO, federal, state, and local regulations;
- Exhibit a high degree of courtesy, tact, and poise when interacting with patients, families, and other healthcare professionals;
- Adjust to fluctuating peaks in patient flow, acuity, and other operational demands while maintaining quality;
- Collect, interpret, and/or analyze diagnostic data;
- Attend meetings, trainings, and other work-related events as needed;
- As an exempt position, evening and/or weekend hours may be required to ensure the fulfillment of all duties and responsibilities; and
- Other duties may be assigned or may be modified as business needs dictate.

### **Supervisory Responsibilities**

- As a Physician, provide required supervision to mid-level providers.

### **Responsibility to Team:**

Actively support assigned team/department by participating in and supporting all team/departmental initiatives, proactively communicating with supervision, meeting assigned goals and objectives, and committing to embracing process improvement initiatives.

**Responsibility to Organization:**

Actively support SJWCFC by consistently meeting St. John's Mission, Vision, and Values; modeling positive interactions with patients, staff, and community; keeping informed of internal (e.g. policies and procedures) and external (e.g. legal or political matters) which may affect business.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education & Experience**

- Medical degree (MD, DO) and licensed by state medical board;
- Obstetrics and Gynecology;
- Family Practice Residency training;
- Pediatrics or Internal Medicine
- Clinical experience within scope of training;
- Demonstrated competence in reacting to and handling emergencies;
- Able to work collaboratively with multiple health professionals in a busy and complex environment using tact, diplomacy, and discipline;
- Strong charting/documentation skills;
- Good judgment with the ability to make timely and sound decisions; and
- Bilingual English/Spanish preferred.

**Licensure/Certification** - Employees are responsible for maintaining individual certifications as required by job function or by law and provide verification and recertification when requested by management:

- CA Medical License (Current Medical License), DEA Certificate
- BLS and PALS certified;
- Board certified or Board eligible within three years of residency training;
- HIV certified preferred;
- CPR certification.

**Language Skills**

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Bilingual in Spanish preferred.

**Reasoning Ability**

Ability to define problems, collect data, establish facts and draw valid conclusions. Synthesize complex or diverse information. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to interpret situations, characteristics, behavior, etc. and respond appropriately.

**Computer Skills**

To perform this job successfully, an individual should have strong knowledge of MS Outlook, MS Excel, MS Word, and Internet software. Electronic Health Records (EHR) and Practice Management System (PMS) experience preferred.

**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.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee establishes and maintains effective work relationships with co-workers and customers, maintains regular attendance, understands and carries out a variety of oral and written instructions, has knowledge of proper English usage, grammar, punctuation, spelling, and vocabulary, has the ability to learn office principles, practices, and methods, understands filing systems, including numerical, alphabetical, and chronological, learns a variety of procedures, policies, and services of the assigned work unit or program, performs assigned duties with efficiency and accuracy and maintains confidentiality. The employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

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**NOTE**

The statements herein are intended to describe the general nature and level of work performed by employees, but is not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

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**Signature**

\_\_\_\_\_  
**Print Name**

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**Date**