

JOB DESCRIPTION

JOB TITLE: Pediatrician

DEPARTMENT: Pediatrics

REPORTS TO: Chief Medical Officer

POSITION OVERVIEW:

To ensure that patient care is provided in a high quality, efficient, and cost-effective manner, physician providers:

- 1) Provide direct outpatient care to patients with acute and chronic illness utilizing the most current clinical standards and protocols.
- 2) Lead a Patient Centered Medical Home (PCMH) clinical team.
- 3) Support advanced practitioners, nursing staff, and other support staff.
- 4) Participate in all quality improvement and peer review activities, as well as staff trainings.

DUTIES/RESPONSIBILITIES:

1. Directs outpatient care including the assessment and treatment of pediatric acute and chronic disease utilizing prudent clinical judgment and current standards of care.
2. Directs outpatient care including the assessment and treatment of gynecologic, prenatal acute, and chronic disease utilizing prudent clinical judgment and current standards of care.
3. Uses of prudent clinical judgment and current clinical standards in the ordering of laboratory, radiographic, and diagnostic studies.
4. Uses of prudent judgment and current clinical standards in the interpretation and follow up of all data obtained from laboratory, radiographic, and diagnostic studies.
5. Uses of prudent and evidence based clinical judgment in referring patients to specialty care.
6. Fosters a team based approach to care in keeping with PCMH standards.
7. Works collaboratively with peers, always maintaining a collegial and pleasant work environment.
8. Considers the influence of socioeconomic and environmental factors in the assessment and development of treatment plans for acute and chronic disease.
9. Follows regional and federal guidelines in the reporting of communicable diseases.
10. Performs clinical procedures in keeping with sound clinical judgment and evidence-based primary care.

11. Undertakes continuous self-improvement, attending applicable training, seminars, in-services and educational classes to maintain skills competency and current knowledge for standard of care and effective practices
12. Responsible for following all agency safety and health standards, regulations, procedures, policies and practices.
13. Identifies, initiates and implements measures to deliver high quality care to patients and improve services.
14. Responds efficiently and timely to all patient and provider staff needs and inquiries.
15. Ensures excellent customer service to all FHCCGLA patients.
16. Works with the operations managers to manage patient scheduling and flow to address bottlenecks, scheduling issues, etc.
17. Handles patient grievances according to FHCCGLA's Policy & Procedure.
18. Assists in developing, updates & reviews of FHCCGLA Policies & Procedures (P&P's) as needed (with input from all other key personnel).
19. Ensures HIPAA compliance by maintaining strict confidentiality of all patient data and E.H.R./Practice Management System (PMS) according to regulations and FHCCGLA's P&P's.
20. Attends the following meetings/trainings:
 - Mandatory Quarterly Staff Meeting/Trainings- Quarterly (Jan., Apr., Jul. & Oct.)
 - Corporate Risk Management Meeting- Quarterly (Jan., Apr., Jul. & Oct.), as needed (advanced notice will be provided when feasible)
 - Clinical & Operations (C&O) Meeting- As needed (advanced notice will be provided when feasible)
 - Meetings with FHCCGLA's Executive Leadership, as needed (advanced notice will be provided when feasible)
21. Other pertinent meetings- As scheduled
22. Remains informed of:
 - Current legal and regulatory changes related to scope of practice.
 - Specific programs/payors, insurances accepted, and services being offered at FHCCGLA.
 - All applicable Policies & Procedures
23. All other duties as assigned.

OBSERVES FHCCGLA POLICY/PROCEDURES REGARDING CONDUCT IN THE WORKPLACE:

1. Observes regulations on time card use and reporting.
2. Maintains attendance as per policy.

3. Maintains a clean and safe work area.
4. Observes Fire and Safety policy and procedures.
5. Observes general Safety/Employee Health policies and procedures.
6. Maintains a current annual health screening.
7. Observes **FHCCGLA** Appearance/Dress standards.
8. Maintains the privacy and confidentiality of both client and employee with regard to medical records.
9. Displays clearly visible identification.
10. Treats all patients with respect and dignity and adheres' to the Patient's Bill of Rights.
11. Treats all employees with respect and dignity in accordance to non-discriminatory policy and procedure.
12. Treats all employees/clients in a courteous and professional manner.
13. Conducts only work related conversations when clients are waiting for service.
14. Does not discuss other staff members, policies, problems or medical care in public areas of the clinic.

MINIMUM QUALIFICATIONS:

1. Graduate M.D. or D.O. from an accredited medical college.
2. Current CPR Certification-required to be kept up to date.
3. Current Unrestricted California Medical License.
4. FQHC experience, highly preferred
5. Excellent analytical skills
6. Motivation to take initiative to ensure all tasks performed are completed thoroughly and accurately
7. Excellent writing and verbal communication skills.
8. Knowledge of administrative principles and procedures.
9. Computer knowledge preferred (e.g., NextGen (E.H.R. & PMS), Microsoft Word and Excel).
10. Bilingual English/Spanish and familiarity with the Hispanic culture.
11. Access to automobile with valid California driver's license and state mandated automobile insurance.
12. Work schedule may include evenings, overtime, and weekends as needed.
13. Ability to prioritize workload and work under pressure of deadlines.
14. Ability to meet tight time sensitive deadlines.
15. Motivated and committed to the provision of high-quality healthcare for indigent and underserved communities.
16. Willingness to adapt to changes with regards to the agency's growth and expansion.
17. Ability to speak Spanish, preferred.
18. Current Valid DEA Controlled Substance Registration Certificate.

- 19. Current Family Medicine Board Certification or Eligible.
- 20. Bilingual Spanish (at least medical Spanish) a plus.
- 21. Possible Student Loan Repayment.

ADDITIONAL ELIGIBILITY QUALIFICATIONS:

- 4. Ability to work well with others in a professional and team-oriented environment.
- 5. Well-developed interpersonal skills, friendly personality and able to motivate staff by promoting teamwork.
- 6. Ability to relate to the public regardless of ethnic, religion and economic status.
- 7. Excellent communication skills.
- 8. Willingness to travel.
- 9. Strong planning and organizational skills.
- 10. Problem analysis and critical thinking skills.
- 11. Excellent customer service skills.
- 12. Knowledge of the following (but not limited to), preferred:

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| <input checked="" type="checkbox"/> My Health LA | <input type="checkbox"/> PPO's | <input type="checkbox"/> HMO's |
| <input type="checkbox"/> Medicare | <input type="checkbox"/> Family PACT | <input type="checkbox"/> CPSP |
| <input type="checkbox"/> Medi-Cal | <input type="checkbox"/> Fee-for-Service | <input type="checkbox"/> CHDP |
| <input type="checkbox"/> Managed Care Plans | <input type="checkbox"/> Every Woman Counts | |

ADDITIONAL ELIGIBILITY QUALIFICATION:

See above-listing.

X _____
Employee Signature Date

X _____
Supervisor Signature Date