



JOB DESCRIPTION

POSITION TITLE: *Pediatrician Physician*

CLASSIFICATION: Salary, Exempt
LOCATION: Various

JOB SUMMARY: Examines children to ensure proper injury care and disease prevention, diagnosis, treatment, and recovery. Requests necessary tests, and follow-up visits, and refers patients to specialists, as necessary. Requires a degree in medicine from an accredited school and is licensed to practice. May report to a medical director. Years of experience may be unspecified. Certification and/or licensing in the position's specialty is the main requirement.

ACCOUNTABLE TO: Chief Medical Officer

JOB DUTIES:

Examines children to ensure proper injury care and disease prevention, diagnosis, treatment, and recovery. Requests necessary tests, and follow-up visits, and refers patients to specialists, as necessary. Requires a degree in medicine from an accredited school and is licensed to practice. May report to a medical director. Years of experience may be unspecified. Certification and/or licensing in the position's specialty is the main requirement.

- Conduct regular thorough examinations on newborns and young children to check and record their health and normal physical development
- Examine sick children to determine their condition and ask intuitive questions to gather information about symptoms
- Reach an informed diagnosis based on scientific knowledge and individual medical history
- Prescribe medications and give detailed instructions for administration
- Prescribe and interpret appropriate lab tests to gain more information for possible infections or abnormalities
- Prepare and administer vaccines according to the governmental vaccination plan
- Examine and treat injuries and refer the little patients to physicians of other disciplines when necessary (e.g. surgeons, ophthalmologists, orthopedists etc.)
- Advise parents on children's diet, exercise and disease preventive measures
- Keep updated records of patients' illnesses, surgeries or other medical episodes (allergic shocks, injuries etc.)
- Keep abreast of advancements in pediatrics and best practices by attending seminars and conferences

Special Knowledge, Skills, Abilities and Attributes:

- Demonstrated ability to exercise sound judgment.
- Ability to communicate clearly and concisely.
- Ability to plan and be organized.
- Ability to work well under pressure, take initiative and be flexible and cooperative.
- Ability to maintain confidentiality of patient information and Company records.
- Ability to work effectively with both employees and managers.
- Ability to convey a positive and professional image to patients and employees.
- Demonstrated proficiency in various PC applications, including E-mail, Microsoft Excel, and Word, Internet and networking devices.
- Required to know, follow and enforce safe work practices, and be aware of company policies and procedures related to job safety, including safety rules and regulations.
- Reliable transportation, automobile insurance, and current CA Driver License.

Education and Experience Requirements

- MD or DO degree
- 5+ years' experience in pediatric medicine
- Licensed in the state
- Board certified through the American Board of Pediatrics
- DEA certified
- Experience with EHR (electronic health records) preferred
- Excellent written and oral communication skills

Working Conditions

Normal clinic environment with:

- Walking and standing for extended periods of time,
 - Reaching, twisting, stooping, visual acuity corrected to normal range, hand-eye coordination, grasping with fingers, hearing within normal range, sense of touch, gripping tightly required for operation of tests and measures and performance of other essential functions.
 - Ability to handle multiple tasks while also being tactful, diplomatic, and empathetic.
 - Ability to organize, schedule work effectively, and work independently without supervision.
 - Ability to communicate effectively and tactfully with patients, customers, managers and other levels of personnel, in person and on the telephone.
 - Ability to pay close attention to detail.
 - Ability to maintain composure under conditions of urgency and/or time constraint.
 - Ability to work under pressure in a fast-paced environment.
 - Ability to handle and maintain patient confidentiality.
 - Commitment to quality healthcare and excellent customer service.
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Acknowledgment of Receipt of the Job Description for Physician Position:

Statement of the Position Holder:

I accept the accountabilities of this position and agree to produce the results, perform the work and meet the standards set forth in this Position Agreement.

Printed Name: _____

Signature: _____

Date: _____

Statement of the Position Holder's Supervisor:

I agree to provide a working environment, necessary resources and appropriate training to enable the accountabilities of this position (results, work, and standards) to be accomplished.

Printed Name: _____

Signature: _____

Date: _____

Copies of Acknowledgment of Receipt: 1) To Employee and 2) Employee's Personnel file

