



JOB DESCRIPTION

POSITION TITLE: *Physician - OB/GYN*

Draft 1/25/17

CLASSIFICATION: Salary, Exempt **PAY GRADE:** 39

LOCATION: Various

JOB SUMMARY: Responsible for engaging in the practice of medicine in the area of Obstetrics/Gynecology at designated sites, functioning as an extension of the Medical Director and/or Chief Medical Officer at a local level.

ACCOUNTABLE TO: Chief Medical Officer

JOB DUTIES:

Responsible for performing the duties of a licensed physician such as the performance of diagnostic interviews, clinical examinations, evaluations, pharmaceutical prescribing, telephone consultations, preparation of clinical reports, and charting of individual patient medical records, including the following:

1. **Provide reproductive health care in accordance with CCCHC medical standards and guidelines.**
2. **Adhere to affiliate policies on professionalism, wait time in-clinic and on the phone, and the system for addressing client complaints.**
3. **Counsel patients on available pregnancy options and makes appropriate referrals when necessary.**
4. **Counsel HIV+ clients in accordance with CCCHC medical standards and guidelines.**
5. **Educate patients on all available contraceptive methods.**
 - Prescribe all FDA approved methods of birth control, including Emergency Contraception, when medically appropriate.
6. **Through supervisors, direct the work of medical, nursing, counseling, technical, and paramedic personnel in several health centers.**
7. **Arrange with other health care institutions and providers for provision of full range ambulatory and specialty services, and evaluate the quality of services provided.**
8. **Perform microscopic exam of tissue post-surgery.**
9. **May perform vasectomies and provide referrals for tubal ligation.**
10. **Serve as liaison with other CCCHC lead providers and the Medical Director.**
11. **Be available and answer after-hours calls.**
12. **Responsible for providing all services in a manner that meets or exceeds the community standard of practice and ethical requirements of the medical profession.**

13. Responsible for answering after-hour calls for all sites on a rotational basis.
14. Attending staff meetings
15. All related travel, record keeping, charting and other services related to the services described above (hereinafter referred to as "Medical Services").
16. Providing out-patient hospital services for all patients of the clinics at various facilities as assigned.
17. Responsible for being credentialed with the hospitals CCCHC partners with for continuity of care compliance.
18. Responsible for providing medical services to various facilities such as clinics and residential board and care facilities as assigned.
19. Responsible for complying with all policies, standards, and regulations of CCCHC and all governmental or medical regulatory authorities having jurisdiction over employee's and/or employer's practice of medicine.
20. Responsible for maintaining the confidentiality of patient information and records in accordance with applicable state and federal laws, as well as in compliance with CCCHC policy.
21. Responsible for utilizing the medical forms and records provided by CCCHC, which shall remain the property of CCCHC
22. Responsible for providing in-service education of staff.
23. Responsible for providing other health services or procedures as requested from time to time by CCCHC.
24. May be responsible for being the lead provider at designated sites, functioning as an extension of the Medical Director at a local level.
25. Read agency email daily and respond appropriately.
26. Complete reports and appropriate documentation, including billing and medical records, in a timely manner.
27. Consistently demonstrate and uphold CCCHC's principle of providing quality health and human services to the medically underserved and low-income populations in a culturally sensitive manner.
28. All other duties as assigned.

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.
- Self-motivated and independently productive.
- 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.
- Professional appearance and demeanor.
- 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.
- Must be able to operate computer and office equipment and software.
- Reliable transportation, automobile insurance, and current CA Driver License required.

Education and Experience Requirements

- Medical Doctorate (M.D. or D.O), successful completion of residency program in Family Medicine or Obstetrics/Gynecology required.
- Board certified in Family Medicine or OB/GYN, or Board eligible (completing board certification within 12 months of employment) required.
- Minimum of three years professional experience as an OB/GYN required.
- Ability to obtain hospital privileges required.
- English Required.

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.
- Ability to work in a medical office environment with exposure to illness.
- Must be willing to work a flexible schedule including evenings, weekends and at any of CCCHC's facilities as assigned.

Acknowledgment of Receipt of the Job Description for Physician OB/GYN 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