



POSITION DESCRIPTION

TITLE	Family Medicine	DEPARTMENT	Clinical
REPORTS TO:	Chief Medical Officer	STATUS	Exempt/Professional
		REVISION/ISSUE	
		DATE	

Position Summary

Responsible for:

- ✓ Providing specialty care 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 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 specialty care services to Clinic patients ensuring they receive quality, timely, professional care services in accordance with the clinic's mission and values. This includes:
 - Conducting physical examinations
 - Ordering and interpreting the results of laboratory, x-ray and other tests;
 - Making diagnoses and determining the plan of care and implementing courses of treatment,
 - Providing and monitoring the results of treatment; and adjusting as needed
2. Consults with physician specialist and para-professional personnel regarding care of patients and medical diagnostic work performed.
3. Provides consultation to other medical services as requested by the Chief Physician, Associate Medical Director and/or Chief Medical Officer.
4. 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.
5. 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.
6. 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.

7. Meets and consults with other staff providers on an on-going, regular basis to discuss clinical concerns and opportunities for care improvement.
8. 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.
9. Participates in the development and implementation of new clinic programs relating to specialty; may assume leadership for new health care initiatives and projects.
10. Identifies training needs of staff and collaborates others to develop and implement appropriate training programs and opportunities to ensure a skilled and knowledgeable staff.
11. Performs/supervises functions, duties and services in compliance with regulatory agencies, contractual obligations and funding sources such as CHDP, EWC, Medi-Cal, FPACT, and Title X.
12. Monitors and ensures compliance with clinical evidence-based guidelines for pediatric health care.
13. Participates in the review, revision and implementation of policies and procedures to ensure medical practices are in full compliance with regulatory requirements.
14. Monitors strict adherence to universal precautions as established by the Center for Disease Control and Prevention, Occupational Safety and Health Administration, DHS/OA and clinic standards.
15. 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.
16. Ensures patient/client confidentiality in accordance with HIPAA privacy regulations; demonstrates complete discretion when discussing patient information.
17. Practices cost-effective medicine by monitoring appropriate use of practitioner laboratory and prescription utilization in line with clinic preferred laboratory and drug formulary.
18. 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.
19. 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.
20. 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.

Secondary Duties

- As a senior professional, the incumbent may be expected to assume responsibility for projects, initiatives or research outside of daily responsibilities.
- Performs related duties as required.

Position Requirements

Position Requirements: These are general guidelines based on the minimum experience normally considered essential to the satisfactory performance of this job. Individual abilities may result in some deviation from these guidelines.

To perform effectively in this position, the incumbent must have:

- 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 Family Medicine and board certification or eligibility in specialty.
- Current DEA license and BCLS certificate
- 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 a 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 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.

Work Environment

The environment for this position is medical clinic that is clean and comfortable. It will include some minor annoyances such as noise, odors, drafts, etc. The incumbent is in a non-confined setting in which he or she is free to move about at will.

The employee will be exposed to emotionally upset patients/family members and will participate in the treatment of patients with potentially communicable diseases.

Physical Activity: Performs all or some of the following tasks during the workday: standing, walking, reading, writing/typing, speaking, listening, sitting and driving.

When performing patient care:

- ✓ May occasionally lift/carry items weighing up to 25 pounds, more with assistance
- ✓ Will perform duties requiring a full range of body motion including handling and lifting patients
- ✓ Will utilize manual dexterity and eye-hand coordination
- ✓ Will experience frequent exposure to potentially infectious agents, communicable diseases, toxic substances, medicinal preparation and other conditions common to a physician's office
- ✓ Will need normal/corrected vision and hearing to within normal range
- ✓ May work under stressful conditions and/or work irregular hours

Equipment Used: Standard office equipment such as telephone, computer, printer, fax and copy machine. May be required to visit other clinic or community locations via personal vehicle or public transport on an occasional basis.

As a provider of patient care, incumbent will use various personal protective clothing and equipment and utilize the full range of equipment, tools and supplies associated with medical care in an outpatient clinic.

Acknowledgement

I have been given a copy of this position description. I understand that I may be asked to perform responsibilities and duties not listed in the description and that my duties may change at any time, according to the clinic's needs. Nothing in this position description is intended to create a contract of employment of any type. Employment at Watts Healthcare is strictly on an at-will basis.

Employee Name (please print)	Employee Signature	Date
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I certify that I have discussed the position description with the employee.

Supervisor Name (please print)	Supervisor Signature	Date
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cc: Incumbent
Employee's File
Supervisor