



POSITION DESCRIPTION

TITLE	OB/GYN Outpatient	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.
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Essential Functions

- Prescribe or administer treatment, therapy, medication, vaccination, and other specialized medical care to treat or prevent illness, disease, or injury.
 - Order, perform, and interpret tests and analyze records, reports, and examination to diagnose patients' condition.
 - Collect, record, and maintain patient information, such as medical history, reports, or examination results.
 - Monitor patients' conditions and progress and reevaluate treatments as necessary.
 - Explain procedures and discuss test results or prescribed treatments with patients.
 - Advise patients and community members concerning diet, activity, hygiene and disease prevention.
 - Refer patients to medical specialists or other practitioners when necessary.
 - Coordinate work with social workers, pharmacists, and other provider staff.
 - Plan, implement, or administer health programs or standards for prevention or treatment of injury or illness.
 - Operate to remove, repair, or improve functioning of diseased or injured body parts and systems.
 - Participate in training of residents, medical students, and other health care professionals.
 - Prepare government or organizational reports which include birth, death, and disease statistics, workforce evaluations, or medical status of individuals.
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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.
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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 OB/GYN 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