

MISSION CITY COMMUNITY NETWORK - JOB DESCRIPTION



Mission City
Community
Network, Inc.
A Community Health Network

Job Title: Physician, Family Practice

Department: Clinical

Reports to: CHIEF MEDICAL OFFICER (OR HIS/HER DESIGNEE)

General Summary: Will provide full scope comprehensive primary care to patients seeking care under the clinical supervision of the Chief Medical Officer and or his/her designee. Provider may be used in a variety of locations depending upon the need of the organization.

I. Qualifications:

A. Education, Training, and Experience:

1. Graduate from accredited school of medicine.
2. Current unrestricted California license as a Medical Doctor, Doctor of Osteopathy
3. Training in field of Family Medicine as deemed necessary by CMO.
4. Provider has completed a residency and internship.
5. Providers must be Board Eligible or Board Certified.
6. Demonstrated proficiency with all tasks on the most current Staff Physician competency list.

B. Specific Skills and Special Abilities:

1. Comprehensive understanding and the ability to treat patients in the area of General Medicine.
2. Strong interpersonal skills; ability to be sensitive with persons of various social, cultural, economic and educational backgrounds.
3. Ability to communicate with other health professionals.

II. Duties and Responsibilities:

A. Patient Care:

1. Provide medical care to children, adult and OB-GYN patients as a family practitioner at MCCN.
2. Take a complete medical history, perform physical exams, and make an assessment and diagnosis on adult and pediatric patients; initiate, review, and revise treatment and therapy plans.
3. Perform minor surgeries, as needed.
4. Provide referrals for OB/GYN patients.
5. Assures quality and safety by adhering to evidence-based medicine and active participation of patients in decision-making.
6. Coordinate health management with physicians and other agencies
7. Review lab reports and notify patients of abnormal results.
8. Oversee procedure for tracking patients for follow-up appointments.
9. Provide appropriate instruction and literature to patients, as necessary.
10. Maintain adequate documentation of all patients seen, including follow-up and referral utilizing the SOAP note format in the electronic medical record system.

11. Participation in MCCN'S Quality Improvement (QI) program.
12. Provider expected to see a minimum of 22-24 patients per day.

B. Supervision:

1. Provide on-site day to day clinical supervision and back up of Family Nurse Practitioners and Physician Assistants
2. Supervision of Medical Assistants.

III. Internal and External Communication:

A. Internal:

1. Interacts with patients and families in a professional and appropriate manner.
2. Interacts with staff members in an appropriate manner.

B. External:

1. Interacts with other professionals and outside agencies in a professional manner.

IV. Working Conditions:

A. Environment:

1. Maintains a safe and clean environment.
2. Corrects unsafe conditions, when possible.
3. Reports unsafe conditions to Operations Manager

VI. Fiscal Responsibility:

A. General

1. Facilitates cost containment by efficient use of time, resources, equipment and supplies.

B. PHYSICAL DEMANDS:

1. STANDING/WALKING: Up to 90% of the workday consists of stand/walking on tile and cement floors while performing MA duties.
2. SITTING: Up to 50% of the workday may be spent sitting answering the telephone, calling out prescriptions and referrals.
3. LIFTING: Lifting may include up to 25 lbs. in moving equipment or assisting disabled patients. 5% of the day involves lifting requiring a full range of motion.
4. CARRYING: Up to 25% of the day may include carrying objects weighing up to 10 lbs., this may include carrying charts and equipment, and newborn babies for circumcisions.
5. PUSHING/PULLING: Up to 5% of the day may require pushing or pulling equipment, drawers, carts and exam table stirrups.
6. CLIMBING: No more than 1% of the time may include climbing one flight of stairs.

7. BALANCING: Up to 1% of the time may be required to use a footstool in retrieving supplies.
8. STOOPING/KNEELING: Up to 5% of the workday are spent stooping or kneeling to open drawers and gathering equipment.
9. BENDING: Up to 25% of the workday may be spent in bending at the waist picking up charts and assisting the clinician with procedures.
10. CROUCHING/CRAWLING: None required.
11. REACHING/STRETCHING: Up to 3% of the time may require reaching or stretching to retrieve equipment or medications on shelves.
12. HANDLING: Hand and wrist movement is required 50% of the workday in holding charts and supplies.
13. FINGERS Up to 50% of the workday involves writing in the chart, receiving and sending messages and assisting the clinician in surgical procedures and tests.
14. FEELING: Normal tactile feeling is required to perform all job duties, including taking pulses.
15. THROWING: none required.
16. TWISTING: Up to 5% of the day may be required in retrieving supplies or equipment.
17. TALKING: Average ability and fluency in English is required in communicating with patients, staff, and outside agencies, such as pharmacies and physicians' offices.
18. HEARING: Average ability is required in answering the telephone and performing all job duties (particularly taking blood pressures and using a stethoscope).
19. SEEING: Average ability is required to read and follow instructions and assisting patients.

EMPLOYEE ACKNOWLEDMENT:

I have read my job description and understand its contents. I agree to perform the duties and responsibilities to the best of my ability. If at any time I have questions about its contents, I will discuss with my supervisor any clarification. I have received a copy of this job description and understand that it will be used to evaluate my performance both on an ongoing basis and at regular intervals.

Employee Name (Print)

Signature

Date