



## **Physician - Pediatrician**

Full-Time, Exempt Position

### **MISSION**

Kheir's mission is to increase and provide access to culturally and linguistically-sensitive quality primary healthcare and human services support to the underserved and uninsured residents of Southern California.

### **SUMMARY**

Physicians are integral members of the clinical team. The Physician provides cost-effective services to low-income families and individuals, with a special focus on providing culturally and linguistically appropriate health and wellness services to the residents of the community. The Physician must be committed to delivering timely, efficient, quality medical care to all patients in a professional, caring, and ethical manner.

The staff Pediatrician will examine and treat common acute illnesses, chronic illnesses and injuries in the pediatric population; correctly diagnose disease and formulate treatment, as well as order appropriate laboratory tests and radiology studies; and refer to specialists as needed, write prescriptions and perform office procedures within the scope of expertise protocols and available equipment. Will be flexible to see walk-in patients, will take after hours calls by telephone only – there are no inpatients.

### **MINIMUM QUALIFICATIONS**

- Valid California Provider License; Board-Certified in General Pediatrics MD or DO
- First Aid / CPR Certificate
- Knowledge of nursing process and medical model, health and physical assessment, medical diagnosis and appropriate treatments
- Ability to perform emergency resuscitation
- Knowledge of sanitation practices, proper nutrition, and related programs
- Skill in written and verbal communication
- Ability to establish and maintain effective working relationships with employees, other agencies, and the public, and ability to manage and lead clinic operations
- Bilingual in English/Korean or English/Spanish preferred, but not required
- Compassion for the health of the underserved and uninsured communities
- Experience in community clinic setting preferred but not required

### **ESSENTIAL JOB FUNCTIONS**

- Performs history and physical examinations on adults and children. Physical exams include pre-employment, school, sports, well child periodic screening, etc.
- Performs Pap smears, breast examinations, and other medical services as needed.
- Counsels for birth control and prescribes as appropriate.
- Gathers complete medical history and performs a physical exam on each client.

- Provides treatment for and documents various related diseases.
- Prescribes medications, as deemed appropriate.
- Reviews results of lab tests, diagnostic imaging, referral/consultant reports and arranges appropriate follow-up.
- Provides for the provision of health education and appropriately documents all health education.
- Addresses miscellaneous medical questions in the absence of the Medical Director.
- Participates in Provider, Practice Management, and Quality Control meetings.
- Participates in chart review and quality assurance activities as detailed in the Quality Assurance policies and procedures.
- Specifically, responsible for chart review, lab review and communication with consultants.
- Provides clinical supervision when Medical Director is absent.
- Responds to, and documents all Unusual Occurrences involving patient care. Responds to and documents all patient complaints and reports to the Medical Director and COO.
- Responds to calls from pharmacies regarding prescriptions and refills, physicians, and patients requiring medical advice.
- Collaborates with the office staff for appropriate and timely arrangements for presenting patients whose scheduled providers are absent. Assists in training of support staff.
- Renders a full schedule of patients under the following appointment guidelines: (i) 30 minutes for New Patient physicals, (ii) 15 minutes for follow-up= returning patient visits, and walk-in patient visits (iii) 30 minutes for select complicated patient appointments as designated by Kheir leadership, and (iv) extended appointment times for select procedure types, as applicable to the provider (ie. IUD insertion, colposcopy).
- Participates in after-hour call support rotation.
- Other responsibilities and duties as assigned.

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*Kheir Clinic provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements,*

*Kheir Clinic complies with applicable state and local laws governing nondiscrimination in employment in every location in which the*

*company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*

*Kheir Clinic will consider for employment all qualified Applicants, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.*

*Please note that this job description is subject to change to meet the needs of Kheir Clinic.*