

**SUMMARY:**

The Core Residency Faculty is responsible for the assigned administrative and educational activities pertaining to the Geriatric education and general training needs of the Family Medicine Residency Program, including those assigned activities related to the recruitment, selection, instruction, supervision, evaluation and advancement of residents. This individual works under the general direction of the Residency Program Director and in his or her absence the Associate Program Director. This position is designated as Management, exempt from the provisions of the Fair Labor Standards Act and other applicable laws and regulations governing overtime and shall serve as an "at will" employee, subject to overtime, standby and callback assignments, and performs related duties as required.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

1. Maintain a successful learning environment where residents participate in educationally meaningful activities that contribute to their development as a family physician.
2. Implement the educational goals of the program ensuring that relevant policies and procedures are maintained.
3. Ensure that all residents are adequately supervised and evaluated in carrying out their patient care responsibilities.
4. Uphold fair procedures regarding academic discipline and resident complaints or grievances.
5. Monitor resident stress, including conditions that inhibit performance or learning, and dysfunction related to drugs or alcohol.
6. Participate in resident education, including regular attendance in the Family Medicine Clinic, teaching on inpatient/outpatient service(s), lectures and seminars.
7. Participate in the selection of residents for appointment to the program in accordance with institutional and departmental policies.
8. Participate in on-going faculty development and foster an environment of academic excellence and scholarship.
9. Faithfully perform assigned duties and coordinate clinical fee-for-service time so resident supervision is available to the residents on duty.
10. Collaborate with educational budgeting and allocation of fiscal and staff resources.

11. Develop strong, positive working relationships with residents, fellow core faculty, community physician teachers, residency staff, and Gracelight leadership.
12. Collaborate with problem resolution and due process evaluations for assigned residents in difficulty.
13. Maintain a part-time primary care practice, with membership and representation of medical professional services derived from the established faculty medical group.
14. Participate in patient care activities and patient care initiatives and follow institutional performance requirements.
15. Performs all other duties as assigned.

#### **QUALIFICATIONS, SKILLS & ABILITIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform as a teacher, clinician, and administrator
- Deliver effective teaching and mentoring to resident physicians
- Understand the principles of interpersonal relationships and team dynamics
- Communicate effectively both verbally and by writing clear concise reports
- Analyze, understand and perform research related to residency education and quality improvement
- Flexibility to work both remotely and onsite as needed, including the ability to attend impromptu meetings or handle urgent issues after hours and/or in person at any/all of Gracelight's locations.
- Graduation from an accredited School of Medicine and possession of either an M.D. or D.O. degree, and have an active, unrestricted medical license to practice in California
- Possession of an unrestricted controlled substance license for Federal and State narcotic prescribing
- Board Certification by the American Board of Family Medicine or have appropriate educational qualifications, as so judged by the RRC
- Certificate of Added Qualifications in additional fields of family medicine is highly recommended.

- Hold an appointment in good standing to the medical staff of the institution(s) participating in the program
- Possess and maintain a valid California Driver's License.

### **PHYSICAL, ENVIRONMENTAL, AND MENTAL REQUIREMENTS:**

The physical, environmental, and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical: While performing the duties of this job, the employee is regularly required to stand and walk for extended periods while conducting patient examinations and moving between exam rooms. Frequent use of hands for writing, typing, handling medical instruments, and operating clinical equipment is required. The employee must be able to bend, reach, stoop, and position themselves to assess and treat patients effectively. The employee may occasionally need to lift and carry objects up to 25 lbs, such as medical supplies, small equipment, or patient charts. Occasional pushing and pulling of medical carts or portable diagnostic equipment may be required. Fine motor skills and manual dexterity are essential for performing medical procedures, including administering injections, suturing, and using diagnostic tools.
- Sensory: While performing the duties of this job, the employee is frequently required to read and analyze printed and electronic medical records, prescriptions, lab reports, and clinical documentation. The employee must have sufficient visual acuity to examine patients, assess physical symptoms, interpret diagnostic images, and identify subtle changes in patient conditions. The employee must be able to distinguish normal speech with background noise in a busy clinical environment, including conversations between staff and patients, medical equipment sounds, and overhead paging. Clear verbal communication is required for patient education, consultations with colleagues, and coordination with care teams. The role also requires the ability to recognize and interpret non-verbal cues from patients to assess pain, discomfort, or distress.
- Cognitive: While performing the duties of this job, the employee is frequently required to sustain focus on patient care tasks for extended periods while managing frequent interruptions. The employee must analyze and process complex medical information, assess multiple variables, and make accurate clinical decisions under time constraints. The employee must retain and recall critical details about patient histories, treatment plans, and diagnostic results across multiple encounters. Strong problem-solving, critical thinking, and clinical judgment are required to evaluate symptoms, interpret diagnostic findings, and

determine appropriate courses of treatment. The employee must communicate effectively, both verbally and in writing, with patients, families, and interdisciplinary care teams. Emotional intelligence is essential for building patient trust, managing sensitive health discussions, and maintaining professionalism in high-stress situations. The role requires adaptability to shifting patient needs, evolving clinical guidelines, and unforeseen emergencies while ensuring high-quality, evidence-based care.

- Environmental: While performing the duties of this job, the employee is frequently exposed to a clinical environment, including patient exam rooms, medical offices, and common areas within the health center. The employee may be exposed to airborne pathogens, bodily fluids, hazardous chemicals, and infectious diseases in the course of patient care. Compliance with infection control protocols, including the use of personal protective equipment (PPE), is required. The employee may experience frequent interruptions and must be able to transition quickly between patient care, documentation, and team communication. The work environment includes moderate noise levels from conversations, medical equipment, and overhead paging systems. Occasional travel between clinic sites may be required.

#### **SPECIAL REQUIREMENTS:**

- Must be able to meet and receive a criminal records clearance, as required by Title XXII, other licensing regulations, and Gracelight practices.
- This position may require travel between sites for business purposes. Employees must be able to reliably fulfill this travel requirement if needed.
- A personal cell phone with reliable service and a data plan to use for business purposes.
- Must obtain and maintain current CPR certification as a condition of employment.
- Expertise in contemporary knowledge, skills and attitudes toward the care of elders and family medicine as a specialty.
- Effective teaching methods and leadership techniques
- Compliance and accreditation standards and requirements for residency programs.
- Regulatory and healthcare compliance matters
- Graduate medical education including residency training requirements and national match requirements.
- Computer applications such as resident scheduling and reporting software such as MedHub, Microsoft Word, Microsoft Excel and Internet Explorer.