

## JOB DESCRIPTION

Job Classification: Family Practice Physician w/o OB

Reports to: Medical Director

Supervises: Mid Level Providers

Last reviewed: 03/21/13

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### POSITION PURPOSE:

This position provides clinical expertise within the medical team to improve patient care throughout Valley View Health Center. The physician at the clinic works with the Medical Director in the development of standards, policies, and procedures for clinical practice in the health center; organization, integration, and continuing education; direction and coordination of diagnostic and evaluative activities, treatment services, and care of patients; and implementation of Federal and State laws and regulations. This person is also responsible for building effective relationships with referring physicians to ensure excellent follow-up regarding patient consults and to build an improved culture of collaboration among specialists, primary care physicians, nurses, and other staff to meet the needs of patients. This position proactively identifies opportunities to improve the patient and family experience of care and to improve the efficiency and effectiveness of resource use. This position plays an active role in team based care via Patient Centered Medical Home and other quality initiatives.

### MINIMUM QUALIFICATIONS:

**Education:** Graduation from an accredited school of medicine and completion of internship in an approved hospital.

**Licensure/Certification:** Current license to practice medicine in the State of Washington and in good standing with medical board. Satisfies qualifications for insurability under FTCA or the professional liability policy offered by Valley View Health Center; and possess an unrestricted right to prescribe controlled substances and medication.

**Experience:** At least 2 years of clinical or private practice experience/ patient care after training.

**Equipment/Skills:** Commitment to healthcare and concern for people in distress, critical listening skills and ability to communicate clearly, desire to work with all types of people, excellent interpersonal skills, ability to work independently, ability to understand complex situations and make sound judgments.

**Physical demands:** Ability to physically perform the functions of the job, including sitting, standing, walking, lifting, carrying, bending, and reaching with or without reasonable accommodation.

**Status Classification:** Salary/Exempt

PRIMARY JOB RESPONSIBILITIES:

- A. Render professional services within the scope of Provider's training and responsibility, in compliance with applicable laws and regulations (i.e. federal, state, local, or otherwise), and current standards of medical practice. Standards:
- Provider shall provide appropriate, continuous care and supervision to patients in accordance with policies of VVHC. Provider will direct and coordinate the diagnostic and treatment services of patients.
  - Provider will follow the Federal and State laws and regulations pertaining to the clinic.
  - Provider updates medical alert information for the medical staff, including CDC guidelines and infectious disease outbreaks in Lewis County, as well as information released by pharmaceutical companies regarding adverse effects, recalls, etc.
- B. Provider shall complete in a timely manner the medical and other required records for all of Provider's patients as required by the policies of VVHC, Medical Staff Bylaws, and Credentialing Policies and Procedures Manual.
- C. Provider shall devote full-time exclusive efforts to the practice of medicine as an employee of VVHC. Provider may accept engagements to speak, write or publish, lecture or engage in similar occasional activities, for compensation or otherwise, so long as such activities do not adversely affect Provider's practice. If Provider engages in the practice of medicine elsewhere (i.e. not as an employee of VVHC or for a patient of VVHC), such activities shall not be covered by any professional liability policy provided by VVHC.
- D. Provider will cooperate with the other physicians located at the Practice in providing for operation of the Practice.
- Provider shall provide supervision of mid-level providers and be available for questions pertaining to diagnoses and treatment of patients.
  - Provider will establish and maintain a system for chart review of patient care for all mid-level providers.
  - Provider reviews the test results and pertinent correspondence on patients of absent providers to determine if a timely decision needs to be made and appropriate care implemented before the provider returns, with the assistance of the back office.
  - Handles emergent needs of the medical provider staff, to insure provider coverage of the medical clinic.
- E. Provider shall oversee and participate equally with the other Practice Physicians and other qualified Physicians approved by VVHC in providing call coverage.
- F. Communicates effectively when acting as a representative of the center. Standards:
- Promotes harmonious relationships with clients, visitors, and co-workers.
  - Communicates openly with physicians regarding care of client.
  - Advocates for client by explaining all procedures and treatments to the patient before they occur.
  - Provides medical expertise with respect to planning and establishing goals and policies to improve medical management.
- G. Builds effective relationships with referral sources and physician consultants.

- Implements appropriate follow-up regarding patient consults.
- H. Attends conferences and seminars appropriate to the needs of VVHC, both for networking and for informational needs.
- I. Provider will strive to improve patient care and the family experience at VVHC.
- Provides an avenue of expression of patient concerns regarding the operations of VVHC.
  - Implements ways to improve patient flow in the clinic.
- J. Coordinates good working relationships at Valley View Health Center between the providers, among the front and back office, the medical clinic and dental clinic, the medical clinic and mental health personnel, and the medical clinic personnel and the administration of VVHC.
- Assesses personal needs of the clinic, especially as it pertains to the back office staff and the provider staff.
  - Works with clinic manager to implement conflict resolution among medical staff members.
- K. Patient Centered Medical Home: Family Practice Physicians are responsible for providing team based care. This includes:
- i. Care coordination through daily huddles
  - ii. Identifying populations at risk
  - iii. Monitoring panel specific population health
  - iv. Empowering patients through teaching self- management
- L. Maintains required trainings:
- Attends all monthly department meetings/trainings.
  - Completes annual online trainings as defined by VVHC to include:
    - HIPAA Training
    - Cultural Diversity Training
    - Blood Borne Pathogens Training
    - Sexual Harassment Training
- M. Performs other related duties as assigned. Standards:
- Follows guidelines established at time of assignment.
  - Accepts assignments willingly.
  - Prioritizes workload to ensure timely completion of assignment.
  - Asks appropriate clarifying questions relative to scope of assignment.

ACKNOWLEDGMENT:

I have read and understand the above Job Description, and agree with it.

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Employee Signature

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Date

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Supervisor Signature

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Date