

JOB DESCRIPTION FORM

SECTION I - (i.e., job title, job classification, salary/hourly compensation):

POSITION TITLE: Physician (Eastside)

CLASSIFICATION (i.e., Exempt, Non-Exempt, PRN): Exempt

SECTION II - PURPOSE (i.e., a brief summary that describes the purpose of the position):

The Physician is under the direction and supervision of the Medical Director for Administrative Issues and Reports to the Chief Clinical Officer for clinical issues. The Physician participates in the provision of a community-oriented primary care program, by providing general medical care in the educative, preventive, curative and rehabilitative areas to patients of El Centro Family Health and to others, to include Nursing Home visits, and as identified and/or assigned. May provide clinical supervision, technical assistance and guidance to residents, medical students and mid-level providers.

SECTION III - DISTINGUISHING CHARACTERISTICS (i.e., what makes the position unique):

The Physician conducts physical exams, diagnose and treat illness, order an interpret test, counsel on preventive health care, write prescription. The Physician has access to personal and professional data regarding individual employees and their families, personal data regarding individual patients and the families.

SECTION IV - ESSENTIAL TASKS – DUTIES & RESPONSIBILITIES (minimal requirements):

General Clinical Requirements:

- 1) Performs all duties consistent with Patient Centered Medical Home (PCMH) Team guidelines, assignments
- 2) and training; utilize evidence based guidelines in clinical practice and population management activities.
- 3) Provides patient care by examining and diagnosing patients, and carrying out or supervising medical treatment, therapy, and follow-up.
- 4) Refers patients for specialty consultation and treatment.
- 5) Educates patients in primary medical care.
- 6) Documents patient-doctor transactions for proper record keeping and billing.
- 7) Provides Leadership to Medical Staff by assisting in medical information programs.
- 8) Participates in health education and community outreach programs.
- 9) Participates in quality assurance programs.
- 10) Provides for continuing education, on-the-job training, and orientation of staff.
- 11) Supervises midlevel staff as assigned.
- 12) Enforces rules and regulations.
- 13) Assists the Chief Clinical Officer by being involved in the recruitment, retention, and evaluation of medical staff.
- 14) Assists with the planning, budgeting, and evaluation of primary medical care and service programs.
- 15) Provides input and recommendations to the Chief Clinical Officer by providing feedback on the following areas: changes in the program of services, changes in the organization of the workforce, new or proposed changes in existing policies and protocols, and major contractual relationships.
- 16) Maintains professional and technical knowledge by participating in continuing education or seminars related to job responsibilities.
- 17) Adheres to customer service by exhibiting behavior and actions which create high level of patient and customer relations which reflect respect for the patients and customer's rights, needs, and confidentiality.
- 18) Contributes to team efforts by accomplishing El Centro Family Health (ECFH) goals and objectives and all related results as needed.

19) Maintains clinical standards by maintaining a professional and positive demeanor at all times, by being a key member of the health team, by commitment to quality of care and organizational support. (Attachment).

SECTION V - EDUCATION, EXPERIENCE, KNOWLEDGE & ABILITIES (minimal requirements):

Education:

Graduation from an approved and accredited school of medicine with a degree of Doctor of Medicine (M.D.) or Doctor of Osteopathic Medicine (D.O.), along with Board certification in family practice or minimum of five years experience if not Board certified; pediatrics or internal medicine, and/or obstetrics and gynecology, pharmacology and nutrition. Licensure to practice medicine in New Mexico is required. Licensure must be kept current, full, and unrestricted through participation in an appropriate course of continuing education.

Experience:

Post-residency experience in the medical professional field is desirable, preferably in primary health care.

Certification:

Basic Life Support (BLS)/Cardiopulmonary resuscitation (CPR) (to include Automatic External Defibrillator.)

Skills, Knowledge & Abilities:

- 1) Working knowledge of Microsoft Office Suite, Outlook and basic computer maneuverability.
- 2) Knowledge of the concepts, principles, and practices of family medicine.
- 3) Knowledge of the statutes, regulations, guidelines, and other requirements governing the provision of health care in the State of New Mexico.
- 4) Ability to communicate ideas and instruction orally and in writing.
- 5) Ability to supervise the work of others.
- 6) Ability to exercise poise and tact in all contacts inside and outside the Medical clinics.
- 7) Ability to speak Spanish desirable.
- 8) Ability to drive to outlying locations.
- 9) Maintain valid driver's license and clearance for unrestricted automobile insurance coverage pursuant to NM State law.
- 10) Ability to perform duties and responsibilities with dignity, quality and confidentiality in all contacts with patients, staff and other health professionals.
- 11) Knowledge of electronic health records system (eCW).

SECTION VI - PHYSICAL & OTHER DEMANDS OF THE POSITION (i.e., lifting, standing, walking, driving, working outside, etc., in accordance with ADA compliance; minimal requirements):

Physical Demands:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Extended hours of computer work. | <input checked="" type="checkbox"/> Feeling - Perceiving attributes of objects, such as size, shape, temperature, or texture, by touching with skin, particularly that of fingertips. |
| <input checked="" type="checkbox"/> Talking - Expressing or exchanging ideas by means of the spoken word. | <input checked="" type="checkbox"/> Hearing - perceiving the nature of sounds. |
| <input checked="" type="checkbox"/> Bending, lifting, carrying and pulling up to 20 lbs. | <input checked="" type="checkbox"/> Handling - Seizing, holding, grasping, turning, or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand. |
| <input checked="" type="checkbox"/> Sitting and standing for periods of 3 hours or more. | <input checked="" type="checkbox"/> Fingering - Picking, pinching, or otherwise |
| <input checked="" type="checkbox"/> Repetitive motions such as pulling, talking, walking, standing, and stooping. | |

- Working flexible schedule (evenings and weekends) as needed.
- Travel is required of this position. Employee must have a current driver's license, insurance, and a means of transportation.
- Work assignment to other clinics may be required of the position.

working primarily with fingers rather than with the whole hand or arm as in handling.

Exposures:

- Odors
- Muscular Strain
- Chemicals
- Vision Strain
- Airborne Pathogens
- Blood borne Pathogens-Category I

SECTION VII - EDUCATION, EXPERIENCE, KNOWLEDGE & ABILITIES (preferred requirements):

Education:

Graduation from an approved and accredited school of medicine with a degree of Doctor of Medicine (M.D.) or Doctor of Osteopathic Medicine (D.O.), along with Board certification in family practice, pediatrics or internal medicine, and/or obstetrics and gynecology, pharmacology and nutrition. Licensure to practice medicine in New Mexico is required. Licensure must be kept current, full, and unrestricted through participation in an appropriate course of continuing education.

Experience:

Post-residency experience in the medical professional field is desirable, preferably in primary health care.

Certification:

Basic Life Support (BLS)/Cardiopulmonary resuscitation (CPR) (to include Automatic External Defibrillator.)

SECTION VIII - BENEFITS:

Benefits are offered to all eligible employees that are either in an employment status as a FTE (40 hrs per wk) or classified as PTE (16 hrs or greater per wk).

I acknowledge that I have read and understand the aforementioned job description. Furthermore, I am able to perform the essential job functions and meet the physical requirements of this position. I understand this is not an employment contract and a copy of such will be retained in my personnel file.

Employee Signature

Date

Supervisor Signature

Date

HR Representative Signature

Date