

Coastal Health Alliance
Job Description

Job Title: **Family Physician**

I certify that I have read the following Job Description and understand the requirements of the position.

Employee Name: _____ Employee Signature: _____

Exempt Status: Exempt

Salary Information:

Supervision: Supervision received: Reports to the Medical Director.
Supervision exercised: Provides consultation to the Nurse Practitioners and Physician Assistants. With other providers, is responsible for the overall direction, coordination, and evaluation of clinical staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include, supervising and consulting with Nurse Practitioners and Physician Assistants, mentoring and training clinical staff; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Work Location: Clinical Sites of the Coastal Health Alliance

Purpose of the Job: Provides comprehensive medical services for members of family, regardless of age or sex, on continuing basis by performing the following duties.

Essential Functions and Responsibilities: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Examines patients for symptoms or physical information.
- Elicits and records information about patient's medical history.
- Orders or executes various tests, analyses, and diagnostic images to provide information on patient's condition.
- Analyzes reports and findings of tests and examination, and diagnoses condition of patient.
- Administers or prescribes treatments and medications.
- Promotes health by advising patients concerning diet, hygiene, and methods for prevention of disease.
- Inoculates and vaccinates patients to immunize patients from communicable diseases.
- May provide prenatal care to pregnant women, delivers babies, and provides postnatal care to mothers and infants.
- Performs surgical procedures commensurate with surgical competency.
- Refers patients to medical specialist for consultation services when necessary for patient's well-being.

- Teams with Non-physician providers as a consultant to them whenever asked.
- Shares on-call duties with physician partners in a fair and equitable way.
- Devotes at least 80% of scheduled hours less CME and PTO to clinical work practicing medicine (patient visits). Uses remaining scheduled hours for administrative duties, including call backs, charting, prescribing, hallway consults, peer review, departmental meetings and other related activities.
- Demonstrates a commitment to meeting organizational productivity goals, including maintaining visit efficiency standards, reviewing individual productivity reports regularly, participating in trainings to improve EHR proficiency and meeting at least quarterly with the Medical Director to review performance.
- Adheres to personnel policies related to hours, attendance, paid time off and other employee expectations as outlined in the Employee Handbook.
- Obtains sufficient CME credits to maintain specialty licensure

Education and/or Experience:

- Graduation from an accredited four year undergraduate University or College.
- Four years medical school.
- Complete Family Practice Residency Program (3 years).

Language Skills:

- Ability to speak Spanish preferred.
- Ability to read, analyze and interpret the most complex documents.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to write speeches and articles using original or innovative techniques or style.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

Other Skills and Abilities:

- Ability to deal with a variety of abstract and concrete variables.
- Ability to lead a health care team of support personnel and ancillary providers, as well as to demonstrate respect for all personnel at all levels.
- Familiarity with certain medical language.
- Ability to follow policies and procedures
- Ability to operate computer, printer, smart phones, other office machines
- Ability to communicate clearly verbally and in writing
- Demonstrates good listening skills
- Good organizational skills

Licenses, Certifications,

- License to Practice Medicine
- Certified by the California Board

Registrations:

- Eligible for American Board Family Practice Certification.
- DEA license and CPR certificate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

Regularly (2/3 or more total time) required to:

- *sit* on an office chair up to 6 hours per day;
- *use hands to finger, handle, or feel* objects and controls such as those on telephones and computers;
- *talk and hear* in person and on the telephone;
- *reach* with hands and arms, *grasp* objects, *push/pull* file drawers of 10-50 pounds, *twist* the upper body, *rotate* the wrist, and use *finger dexterity* writing and using the computer.
- *lift* and/or move up to 25 pounds

Occasionally (up to 1/3 total time) required to:

- *lift* and/or move over 100 pounds
- *bend* to file or retrieve an item on the floor or in a drawer;
- *stand* for several minutes at a time for up to 1 hour a day;
- *walk* for a distance of 10 to 40 feet up to 1 hour a day;
- *climb* stairs.

Specific *vision* abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Psychological Demands:

The psychological demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

Regularly (2/3 or more total time) required to:

- Change priorities;
- Be interrupted;
- Juggle multiple tasks;
- Work as part of a team;
- Interact with people from other departments;
- Sell employee's own ideas and opinions;
- Meet deadlines;
- Pay attention to detail;
- "Think on my feet";
- Build rapport with clients/vendors/community contacts, etc.;
- Deal with a "fast-paced" environment.

Frequently (1/3 to 2/3 total time) required to:

- Work alone.

Occasionally (up to 1/3 of total time) required to:

- Deal with irritated and angry people.

**Work
Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly exposed to blood and body fluids.
- The noise level of the work environment is less moderate.

**Equipment or
Programs Used:**

- Computer and printer
- Telephone
- Fax machine
- Copier
- Smart phone