



JOB DESCRIPTION

CLASSIFICATION: Exempt

POSITION TITLE: **Physician**

**PROGRAM NAME/
LOCATION:** West Salem Clinic
150 Kingwood Ave NW

EMPLOYMENT STATUS: Full Time / Part Time

SUPERVISOR: Medical Director

FUNCTION:

To provide expert primary care to patients in specialty area.

SUPERVISORY DUTIES:

Hires, coaches and counsels direct employees based on established policies, procedures, protocols, and personnel policy guidelines. Develops, approves, implements and maintains a consistent set of department/function policies, procedures and protocols that meet regulatory and accrediting standards. Designs and consistently implements and updates a department/function orientation and competency certification system for all categories of department/function personnel. Identifies and facilitates a department/function training process that addresses individual and group training needs. Participates in the organization's quality improvement program and consistently performs assigned quality improvement activities.

GENERAL DUTIES:

- 1 Consistently performs specific assigned daily and general duties; meets deadlines.
- 2 Regularly attends and participates in assigned meetings.
- 3 Meets established attendance criteria and starts work promptly.
- 4 Knows and consistently implements all approved policies, protocols and procedures.
- 5 Regularly supports compliance and accreditation efforts as assigned including, but not limited to OSHA, Joint Commission and HIPAA.

- 6 Consistently supports the organization's mission as defined by the Board of Directors and the Executive Director.
- 7 Participates in cultural competency training and uses culturally appropriate actions and language at all times.
- 8 With the immediate supervisor, sets and achieves annual goals for job performance improvement.
- 9 Polices the entire work environment, insuring the entire facility, indoors and outdoors, is kept as clean and orderly as possible.
- 10 Effectively participates as a member of the team and promotes teamwork.
- 11 Consistently demonstrates good use of time and resources.
- 12 Consistently interacts with clients and staff in a manner that reflects favorably on the organization.

SPECIFIC DUTIES: (The first five are Core Competencies)

- 1 Provides professional medical services to the community and clinic patients. Examines, diagnoses, and treats medical problems. Prepares appropriate treatment plans and provides follow-up and treatment as needed while adhering to clinic policy and procedures.
- 2 Admits and cares for patients in a hospital setting, including obstetric patients, if assigned and agreed to at hire.
- 3 Refers patients for specialty care as appropriate.
- 4 Provides after-hours call coverage as scheduled, and conducts rounds in hospital as scheduled.
- 5 Provides emergency treatment as needed.
- 6 Provides appropriate information and education to patient and family members regarding diagnoses, treatment, prevention, safety, etc.
- 7 Maintains appropriate medical records documentation on all patients in accordance with organizational policy.
- 8 Provides consultation when needed to nurse practitioners and physician assistants. Serves as supervising physician to no more than two physician assistants. Proctors medical students as assigned.
- 9 Submits leave requests for clearance/signatures in accordance with scheduling policies.
- 10 Staggers hours with accompanying physician to ensure clinic coverage.
- 11 Provides medication management for medical cases and in coordination/integration with dental and behavioral health professionals.
- 12 Maintains a compatible working relationship with the Clinic Director and Medical Director.

- 13 Accommodates on-call schedule, and adheres to on-call physician protocols.
- 14 Maintains required continuing medical education units.
- 15 Maintains strict confidentiality.

QUALIFICATIONS:

- 1 Graduate of an accredited medical school.
- 2 Licensed or eligible for licensure by the Oregon State Board of Medical Examiners.
- 3 Must have completed Primary Care residency (Family Practice, Internal Medicine, or Pediatrics) and be board certified.
- 4 Must be professionally insurable.
- 5 Team-oriented with strong interpersonal and communication skills.
- 6 Valid Oregon Driver's License and proof of automobile insurance.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF POSITION:

- 1 The physical activity of this position may include: climbing, stooping, kneeling, crouching, reaching, standing, walking, and lifting.
- 2 The worker is subject to inside environmental conditions.
- 3 Medium work, Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or to 10 pounds of force constantly to move objects.

HAZARDS OF POSITION:

- 1 The worker is exposed to infectious diseases.
- 2 The worker is exposed to unpredictable behavior.
- 3 TB testing - high risk
- 4 Hepatitis B testing - high risk