

PENINSULA COMMUNITY HEALTH SERVICES
“Strengthening our community by providing accessible, affordable health care”

Job Description

NAME:
TITLE: Family Practice Physician
REPORTS TO: Medical Director
WORK WEEK: Scheduled in the clinic 40 hours per week, but may be required to work longer hours to ensure tasks and duties are accomplished in accordance with roles and responsibilities.
WAGE CLASSIFICATION: Exempt – Professional
OSHA RISK CLASSIFICATION: High

SUMMARY POSITION STATEMENT

This position exists to provide family practice medical care to our patient population in the Central Kenai Peninsula.

ESSENTIAL FUNCTIONS/ROLES & RESPONSIBILITIES OF THE POSITION

- Evaluate and treat patients within the privilege range granted by the PCHS Board, and within the scope of training, capabilities, and license criteria as a health care provider.
- Be a patient advocate.
- Coordinate health promotional activities.
- Provide patient follow-up as necessary for continuity of care.
- Coordinate care with other health care providers when referrals are necessary.
- Be familiar with and follow adopted PCHS community health center standards of care.
- Maintain accurate, complete, and timely documentation regarding patient contacts within (EMR) patient charts. Charting to be done during the course of a normal work day.
- Assess grant criteria and incorporate into the patient encounter.
- Consistent attendance and punctuality is required and expected to work the hours set by PCHS and/or the schedule set by supervisor.
- Expected to complete required trainings such as CPR, Mandt, Mental Health First Aid and any others deemed necessary for this position.

TEAM DUTIES & RESPONSIBILITIES

- Assume a leadership role for a primary care team
- Assist in facilitating coordination of care
- Develop and implement a plan of care and recommends interventions to attain optimal patient function
- Effectively utilize electronic health record (EHR) to document clinical activity and manage patient population
- Work effectively and cooperatively with other members of Care Team
- Participate in Care Team training and learning activities

OTHER DUTIES & RESPONSIBILITIES OF THE POSITION

- Apply computer techniques to support EMR patient record entries.
- Understands and supports the concept of the Patient Centered Medical Home and Meaningful Use including compliance with documentation requirements.
- Perform other duties as assigned.
- Sharing call with other providers in community as required by CPH by-laws.

- Taking after hours call for clinic, with agency phone, as applicable.

LEGAL CONCEPTS

- Maintain confidentiality.
- Follow federal, state and local legal guidelines.
- Follow license criteria.
- Maintain HIPAA compliance.

POSITION REQUIREMENTS

Education: Successful completion of an approved Medical Doctor or Doctor of Osteopathy program. Board Certified in area of chosen specialty, or a minimum of seven years of family practice.

License: Maintain an active physician license with the State of Alaska. Maintain board certification including continuing education requirements.

Experience: Minimum of three years experience in a clinic setting. Any experience with pediatrics or OB/GYN would be a plus.

Job Requirements:

- Maintain hospital privileges at the local hospital.
- Working knowledge of health care facility.
- Maintain contacts in the community to enhance public relations with area providers and community groups.
- Promote facility programs at every possibility.
- Assist in development of educational programs to enhance patient care.
- Assist in developing staff education.
- Maintain CME criteria as defined by license requirements.
- Demonstrate the ability to work effectively with a diverse set of employees / patients with multiple disciplines in both clinic and administrative settings.
- Demonstrate initiative and responsibility.
- Travel as needed for training and educational opportunities.
- Assist in establishing policy and procedures.
- Record statistics and conducts research as deemed necessary.
- Perform role as project participant or leader as assigned.

TYPICAL PHYSICAL DEMANDS

- Occasional bending, stooping, lifting, and stretching.
- Requires eye-hand coordination and manual dexterity sufficient to operate a computer, telephone, and medical equipment.
- Requires normal range of hearing and eyesight to assess patients as well as to record, prepare and communicate in writing, in person and by phone.
- An individual in this position may be exposed to communicable diseases and other diseases common to health settings, Bloodborne pathogens, and physical hazards (e.g. needle sticks, etc.).
- May be occasional lifting and transferring patients.

CORE VALUES

- Treat all co-workers and patients with dignity and respect.
- Project a professional manner and image.
- Adhere to ethical principles.
- Communicate professionally & effectively – focus on cooperation and win/win outcomes
- Serve as Community Liaison.
- Abide by the policies and procedures outlined by PCHS including the Employee Manual
- Follow and enforce the mission of PCHS
- Report any safety and/or health concerns to management as soon as they become apparent.

- Expected to bring your best work and attitude to PCHS.
- Employees are expected to handle complaints and grievances professionally, adhering to the employee manual (Section IX) and to uphold employee core values.

JOB RELATIONSHIPS

- Works closely with Medical Director to assist with training and supervising clinical personnel skills & proficiencies.
- Works closely with health care provider colleagues.
- Works closely with Clinic Managers.
- Participate as a member of the health care team.

	Date		Date
Employee		Supervisor	