



Sunshine Community Health Center

Job Description

Job Title: Provider
Department: Clinical
Reports To: Medical Director
FLSA Status: Exempt
Revised: November 2017

SUMMARY: This position's main function is to provide primary care to patients at SCHC facilities. There are additional responsibilities that involve some administrative function, overseeing programs, participating in community outreach and education, some supervisory functions and generally performing tasks that maximize quality of care provided to SCHC patients.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assessment, diagnosis and treatment of acute illness
2. Management of chronic health problems
3. Trauma assessment, stabilization and management
4. Emergency Care
5. Ability to carry out basic primary care, including but not limited to, casting, suturing, x-ray interpretations, etc.
6. Available for after-hours phone access on a rotating basis
7. Dispensing of medications
8. Performance and interpretation of lab tests
9. Home visits when deemed medically necessary
10. Consultations and referrals to specialists as needed
11. Participation in specialty clinics
12. Maintain current written collaborative agreements with collaborative midlevel clinicians
13. Participate in patient education and preventive policies and procedures.
14. Participation in community outreach and education efforts as necessary
15. Supports and participates in SCHC efforts to be a trauma informed organization.
16. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Received: Works under the direction of the Medical Director. Supervision is through personal conferences, general observation of work in progress, and periodic review by supervisor of completed work.

Performed: Maintain a consultative relationship with midlevel practitioners on an as needed basis.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Current (annual) TB screening required and Hepatitis B immunization is requested of all SCHC employees.

Alaska driver's license recommended.

EDUCATION AND/OR EXPERIENCE:

Graduate of an accredited nationally recognized medical school. Completion of a USGME approved residency program. Professional license to practice as a physician. Must obtain and possess, or be eligible to apply for, Alaskan medical license. Board eligible or Board certified in Family practice or internal medicine. Maintain membership in applicable specialty board. Must be in good standing with national and/or state professional organizations, with current continuing education requirements and professional licensure. Two years minimum working in rural and/or underserved clinical environment preferred. Current DEA license required (or in application process). Current ACLS required. Additional emergency licensure recommended (PALS, ATLS, etc.)

KNOWLEDGE AND ABILITIES:

- Absolute understanding of need for patient confidentiality in all Sunshine community Health Center matters
- Commitment to patient involvement in the practice of their own health care decision-making
- Skill and knowledge in the practice of primary health care
- Knowledge of the behavior and needs of patients
- Ability and willingness to take on future leadership role
- Ability to interact positively with patients
- Desire to become a team member working towards a common goal of delivering health care
- Ability to work with a wide range of patients of varied socioeconomic and ethnic backgrounds as well as alternative lifestyles
- Be knowledgeable about, and be willing to use appropriate coding and billing techniques as required by Clinic
- Skill in dealing with patients and visitors as well as other staff members
- Ability to work independently and use good judgment in work prioritization
- Ability to complete difficult/complex tasks
- Ability to follow oral and written instructions

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to sit, talk, hear, write, reach with hands and arms, manual dexterity to handle small sharp instruments, operate a keyboard, and have the visual acuity to read small print and view a computer monitor. Employee may be required to move quickly in the event of an emergency, and needs to have received a recent physical exam demonstrating good health. May need to lift medical equipment and help in lifting patients occasionally.

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 of this position.

While performing the duties of this job, the employee generally works within the interior of a healthcare clinic/office environment. Employee may travel between multiple worksites and be responsible for own transportation. Out of area travel may be required on occasion. The general work environment is clean with a moderate temperature and noise level. Employee will be required to use a computer and other office equipment and participate in communication through typing, reading, writing and telephones, etc. The employee may be in contact with patients under all conditions and circumstances, e.g., illness, emotional duress and hostility. Daily work activities also involve contact with the general public, staff members and government representatives under all conditions and circumstances.

OSHA:

The employee may be exposed to infectious waste, blood, body fluids, communicable/infectious diseases, air contaminants and hazardous chemicals. All SCHC facilities are non-smoking. SCHC will provide the employee instructions on how to prevent and control such exposures. The employee may be exposed to the Hepatitis B Virus. SCHC will make the Hepatitis B vaccination available to all employees free of charge.

EMPLOYMENT PRACTICES:

SCHC is an Equal Opportunity institution and does not discriminate against any person in employment of in admission, treatment or participation in its programs and benefits on the basis of race, color, and national origin, and creed, ability to speak English, disability, sex, age or marital status, veteran status or any other protected class. Persons alleging unequal treatment should contact the Executive Director at (907)733-2273.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me. I agree to perform he functions of my position in a safe manner and within SCHC’s established policies and procedures.

Employee Printed Name _____
Date

Employee Signature _____
Date

Supervisor Signature _____
Date