

Alliance Medical Center

Job Description

Job Title: Physician

Department: Clinic
Reports To: Medical Director
FLSA Status: Exempt
Prepared By: HR Administrator
Prepared Date: 11/9/04

Summary Diagnoses and treats variety of diseases and injuries in general practice by performing the following duties.

Essential Duties and Responsibilities. Operating within the scope of specialty, responsibilities may include the following.

- Elicits and records information about patient's medical history.
- Examines patient to determine general physical condition.
- Orders or executes various tests, analyses, and diagnostic images to provide information on patient's condition.
- Analyzes reports and findings of tests and of examination, and diagnoses condition.
- Administers or prescribes treatments and drugs.
- Inoculates and vaccinates patients to immunize patients from communicable diseases.
- Advises patients concerning diet, hygiene, and methods for prevention of disease.
- May provides prenatal care to pregnant women; may deliver babies, and/or may provide postnatal care to mother and infant.
- Reports births, deaths, and outbreak of contagious diseases to governmental authorities.
- Refers patients to medical specialist or other practitioner for specialized treatment.
- Performs minor surgery.
- May make house and emergency calls to attend to patients unable to visit office or clinic.
- Conducts physical examinations to provide information needed for admission to school, consideration for jobs, or eligibility for insurance coverage.
- Knows and follows clinic policies and procedures.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data.
- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; uses reason even when dealing with emotional topics.
- Technical Skills - Pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.
- Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- Interpersonal Skills - listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.
- Written Communication - Writes clearly and informatively; presents numerical data effectively.

- Judgment - Exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments; maintains confidentiality;
- Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; monitors own work to ensure quality.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions ; uses equipment and materials properly.
- Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Doctor of Medicine degree and completion of residency in specialty.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills

To perform this job successfully, an individual should have knowledge of Database software; Internet software and Word Processing software.

Certificates, Licenses, Registrations

Current California Physicians' License
Board Certification

Other Skills and Abilities

Bi-lingual (English/Spanish) preferred

Other Qualifications

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 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 required to stand; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to walk. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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.

While performing the duties of this Job, the employee is frequently exposed to moving mechanical parts. The noise level in the work environment is usually quiet.

NOTE: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Employee Name: _____ Date: _____
(Print) (Signature)

Human Resources: _____ Date: _____