

**COMMUNITY HEALTH CLINIC OLE**  
**Job Description**

**Job Title:** Staff Physician  
**Department:** Medical Clinic  
**Reports To:** Medical Director  
**FLSA Status:** Exempt  
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**Prepared Date:** 08/23/2006  
**Approved By:** Beatrice Bostick, Executive Director  
**Approved Date:** 06/07/2007

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**Summary:**

The Staff Physician is responsible for providing medical diagnosis, treatment services and managing quality health care services to patients of Community Health Clinic Ole. The Staff Physician directly reports to the Medical Director, directly supervises the registered nurses and indirectly supervises the family nurse practitioners, physician assistants and medical assistants.

**Essential Duties and Responsibilities:**

- Provides and manages direct patient care, including physical examinations, evaluations, assessments, diagnoses and treatment for a specified patient population.
- Prescribes pharmaceuticals, other medications, and treatment regimens as appropriate to assessed medical conditions.
- Refers patients to specialists and to relevant patient care components as appropriate.
- Trains and supervises medical students and residents engaged in specialty activities and procedures, as appropriate.
- Directs and coordinates the patient care activities of nursing and support staff as required.
- Follows established departmental policies, procedures, and objectives. Continuous quality improvement objectives, and safety, environmental, and/or infection control standards.
- As appropriate to the position, participates in specific health promotion, education and/or prevention programs.
- Attends medical staff meetings and general staff meetings.
- Assists in the ongoing development and implementation of performance-improvement activities such as quality assurance, peer review, and staff development.
- Maintains a professional relationship with staff and patients.
- Assists in the coordination and integration of all health clinic outreach programs as directed by the Medical Director.

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- Performs other related and/or necessary tasks to achieve clinic goals and objectives, as directed by the Medical Director.

#### 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.

#### Competencies:

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

Adaptability:	Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; and able to deal with frequent change, delays, or unexpected events.
Analytical:	Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
Attendance/Punctuality:	Is consistently at work and on time; ensures work responsibilities are covered when absent; and arrives at meetings and appointments on time.
Change Management:	Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; and monitors transition and evaluates results.
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; and meets commitments.
Delegation:	Delegates work assignments; matches the responsibility to the person; gives authority to work independently; sets expectations and monitors delegated activities; provides recognition for results.
Dependability:	Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; and completes tasks on time or notifies appropriate person with an alternate plan.
Design:	Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.
Diversity:	Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; and promotes a harassment-free environment.
Ethics:	Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; and upholds organizational values.

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Initiative:	Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; and asks for and offers help when needed.
Innovation:	Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; and presents ideas and information in a manner that gets others' attention.
Interpersonal Skills:	Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; and remains open to others' ideas and tries new things.
Judgment:	Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; and makes timely decisions.
Leadership:	Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; and gives appropriate recognition to others.
Managing People:	Includes staff in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; makes self available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; solicits and applies customer feedback (internal and external); fosters quality focus in others; improves processes, products and services.; and continually works to improve supervisory skills.
Motivation:	Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; and takes calculated risks to accomplish goals.
Oral Communication:	Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; and participates in meetings.
Organizational Support:	Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; and supports affirmative action and respects diversity.
Planning/Organizing:	Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; and develops realistic action plans.
Problem Solving:	Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; and uses reason even when dealing with emotional topics.
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; and follows through on commitments.

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Project Management:	Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; and manages project team activities.
Quality:	Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; and monitors own work to ensure quality.
Quality Management:	Looks for ways to improve and promote quality; and demonstrates accuracy and thoroughness.
Quantity:	Meets productivity standards; completes work in timely manner; and strives to increase productivity; and works quickly.
Safety and Security:	Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; and uses equipment and materials properly.
Strategic Thinking:	Develops strategies to achieve organizational goals; understands organization's strengths & weaknesses; and adapts strategy to changing conditions.
Teamwork:	Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; and supports everyone's efforts to succeed.
Technical Skills:	Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; and shares expertise with others.
Visionary Leadership:	Displays passion and optimism; inspires respect and trust; mobilizes others to fulfill the vision; and provides vision and inspiration to peers and subordinates.
Written Communication:	Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; and able to read and interpret written information.

### Education and/or Experience:

Medical Doctor with three (3) to five (5) years of directly related experience which may include residency in a directly related medical 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. Ability to communicate in Spanish.

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### **Mathematical Skills:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

### **Reasoning Ability:**

Ability to define problems, collect data, establish facts and draw 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 Microsoft Office Outlook, Word and Excel Software Programs.

### **Certificates, Licenses, Registrations:**

- State of California Medical License or Osteopathic Physician License.
- Federal DEA Registration.
- Medical Specialty License or Certification; Board certified or Board Eligible in Specified Area of Medical Specialty.
- Must maintain CEUs as required for certification renewals.

### **Other Knowledge, Skills and Abilities:**

- Ability to observe, assess, and record symptoms, reactions, and progress.
- Knowledge of legal and ethical standards for the delivery of medical care.
- Knowledge of relevant drugs and non-pharmaceutical patient care aids and ability to prescribe dosages and instruct patients in correct usage.
- Knowledge of community medical diagnostic and patient care services in area of medical expertise.
- Knowledge of related accreditation and certification requirements.
- Ability to maintain quality, safety, and/or infection control standards.
- Knowledge of current principles, methods and procedures for the delivery of medical evaluation, diagnosis and treatment in area of expertise.
- Ability to work both independently and in a team environment.
- Ability to develop and present educational programs and/or workshops.
- Effective verbal and written communication skills.
- Ability to supervise, advise, and train clinical professionals and/or students in area of expertise.
- Ability to communicate in Spanish.
- Ability to lead and supervise the work of others.
- A very high, sensitive and delicately balanced rapport is necessary when dealing with patients and staff.

### **Other Qualifications:**

- Must be credentialed by Queen of the Valley Hospital.
- Successful candidate must submit to post offer, post-employment physical examination/medical history check.
- Must be CPR Certified.

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- Must possess a current California Driver's License.
- Pre-employment background investigation may be required.
- Must be able to work flexible hours.

#### **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 reach with hands and arms and talk or hear. The employee is frequently required to sit and use hands to finger, handle, or feel. The employee is occasionally required stand, walk, climb or balance, stoop, kneel, crouch, or crawl and taste or smell. The employee is occasionally required to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the 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 occasionally required to work near moving mechanical parts, exposed to fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions and risk of radiation.

The noise level in the work environment is usually moderate.