

Sonoma County Indian Health Project, Inc. Job Description

Job Title: Physician
Date: October 2003
Department: Medical
Reports To: Medical Director
Classification: Exempt
GS Range: 16

Job Purpose: The position is located in the medical department of the Sonoma County Indian Health Project, Inc. The purpose of this position is to perform duties of a medical physician to SCIHP patients.

Duties and Responsibilities

Essential Duties:

1. Primary medical care of patients seen in the agencies facility.
2. Referral for examination and consultation to other providers.
3. Supervision of medical office personnel.
4. Some training of support staff.
5. In-patient care for agencies patient at Sutter Hospital.
6. Emergency health care after hours.
7. Rotate on-call duties during the week and on weekends with other providers.
8. Supervision and preceptorship of FNP/PA.
9. Nursing home visits on agencies patients.
10. Participation in either Pharmacy, Quality Assurance or Health and Safety committee, as assigned.
11. Maintain legible accurate completed notes on clinic patients in S.O.A.P. style.

12. Maintain problem lists, medication profiles and health maintenance on all clinic patients.
13. May participate in full obstetrical care of pregnant patients, including in hospital delivery as skills allow.

Non-Essential Duties (May be assigned):

1. Tracking and reporting of immunization used to Public Health Department.
2. Prepare physician clinic and on call schedules at least two months in advance.
3. Prepare weekly update of OB list.
4. Coordinate tracking of paps and mammograms with Patient Educator using the Woman's Health Module of RPMS.
5. Other duties as assigned.

Environmental Factors

This position includes tasks that involve exposure to: blood, body fluids or tissue, etc.

Qualifications

1. A current License by the Medical Board of the State of California.
2. Knowledge of modern methods, theories, techniques and procedures used in medicine.
3. Knowledge of requirements used for Quality Assurance.
4. Knowledge of program design and management.
5. Knowledge of function services provided by other SCIHP departments and the ability to work cooperatively with those departments.
6. Current CPR certificate.
7. Eligible for hospital privileges.

Physical and Mental Requirements

1. Ability to perform as a medical physician.
2. Ability to maintain a clear, understandable speaking voice, capable of communicating (vital) information to internal/external contacts.
3. Accurate and clear vision with corrected lenses.
4. Maintain sufficient digital manipulation skills necessary to utilize a computer keyboard.
5. Capable of following (complex) directions and effectively communicate with patients and co-workers by telephone and/or in person.
6. Ability to solve (complex) problems and implement solutions (with/without) the guidance of others.
7. Good hearing and vision skills as the job requires the individual to hear patients and co-workers requests or requirements and see forms, materials, supplies or information given/gathered from customers, vendors, and co-workers.
8. Able to write clearly and accurately. The job requires writing important medical information about/for patients or co-workers.
9. Able to read with a high degree of understanding. This position requires reading health, nutrition and/or medical information that necessitates understanding what is read.
10. Able to operate the following office equipment: copier, fax, telephone, computer, and/or typewriter.
11. Able to evaluate complex situations and communicate educational/health information. This position requires working to educate others in health related issues and be considerate of traditions, needs and customs.
12. Able to analyze, assess and comprehend complex and complicated statistics, problems.
13. Able to perform routine office tasks of filing, organizing, scheduling and copying.

Competencies:

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; 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; Demonstrates group presentation skills; Participates in meetings.

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; Supports everyone's efforts to succeed.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

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.

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; Gives appropriate recognition to others.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Business Acumen - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.

Cost Consciousness - Works within approved budget; Contributes to profits and revenue ; Develops and implements cost saving measures; Conserves organizational resources.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes

administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

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; Develops realistic action plans.

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.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; 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.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

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.; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; 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; Presents ideas and information in a manner that gets others' attention.

Computer Skills:

To perform this job successfully, an individual should have knowledge of RPMS Contact Management systems.

Special Qualifications: Must be sensitive to the needs of the Native American Indian community, their culture, traditions, behavioral patterns, and background.

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 frequently required to stand; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to walk; sit and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Hazards:

Clinic setting: Exposure Class 1-routine, or potential exposure to blood, body fluids, excretions, or secretions.

The noise level in the work environment is usually quiet.

I have read and understand the job description for the **Physician** position.

Print Name _____

Employee: _____ Date: _____

Supervisor: _____ Date: _____

APPROVED

Executive Director: _____ Date: _____