

# West Cecil Health Center, Inc. & Qualified Subsidiaries

## Job Description

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**Title:** Family Physician

**Job #:** 1001

**Department:** Primary Care

**Reports to:** Medical Director

**FLSA Status:** Exempt

**Board Approved:** 05/04/2017

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### POSITION SUMMARY

The Family Physician works collaboratively with the Medical Director to provide primary care services to the patients of West Cecil Health Center. These services include, but are not limited to, health promotion, injury and illness prevention, diagnosis, treatment and monitoring of health problems and injuries, monitoring of chronic health problems, and community development and advocacy. Performs testing, referral to physicians and specialists as needed, writes prescriptions, and performs office procedures within the scope of expertise, protocols, and available equipment. These services are provided within a holistic, patient care-centered framework to patients of all ages.

### ESSENTIAL FUNCTIONS

- Determines and assesses the health status of patients by reviewing medical records, taking comprehensive medical histories, and performing physical examinations and records findings following proper medical documentation protocol
- Initiates and performs or directs other support staff to perform screening and diagnostic tests, including blood draws, cultures, skin tests, pap smears, minor wound care, and other procedures appropriate for the patient's condition
- Orders or performs routine laboratory and other testing and interprets results, or arranges for such procedures at other facilities
- Plans and oversees on going treatment and clinical management of patients in stable phases of chronic illness, and general health maintenance of non-chronic, non-acute patients in adults and infants/children
- Prescribes medications according to proper clinical care and standards of practice
- Recognizes conditions requiring immediate attention, changes in chronic conditions, indications of early stages of chronic conditions, mental and emotional disturbances, and communicable disease cases; consults and makes appointments with physicians for patients
- Provides emergency medical treatment when necessary and within scope of expertise and available resources
- Prepares and maintains complete and accurate charts, files, records, and other documents pertaining to patients' care; reviews material prepared by other staff for completeness and accuracy

- Attends, participates in, and contributes to in-services education, staff meetings, and training sessions to maintain and increase skills, and to teach others
- Other duties as assigned and as per CEO, Medical Director, and health center goals.

### **KEY COMPETENCIES**

- Practice-based Learning and Improvement: Show an ability to investigate and evaluate patient care practices, appraise and assimilate scientific evidence, and improve the practice of medicine.
- Patient Care and Procedural Skills: Provide care that is compassionate, appropriate, and effective treatment for health problems and to promote health.
- Systems-based Practice: Demonstrate awareness of and responsibility to the larger context and systems of health care. Be able to call on system resources to provide optimal care (e.g. coordinating care across sites or serving as the primary case manager when care involves multiple specialties, professions or sites).
- Medical Knowledge: Demonstrate knowledge about established and evolving biomedical, clinical, and cognate sciences and their application in patient care.
- Interpersonal and Communication Skills: Demonstrate skills that result in effective information exchange and teaming with patients, their families and professional associates (e.g. fostering a therapeutic relationship that is ethically sound, uses effective listening skills with non-verbal and verbal communication; working as both a team member and at times as a leader).
- Professionalism: Demonstrate a commitment to carrying out professional responsibilities, adherence to ethical principles and sensitivity to diverse patient populations.

### **SUPERVISORY RESPONSIBILITY**

This position has no supervisory responsibilities.

### **POSITION TYPE AND EXPECTED HOURS OF WORK**

- This may be a full-time or part-time position.
- Days and hours of work will be scheduled in accordance with West Cecil Health Center's operating hours.
- After hours coverage on a rotating schedule to respond to patient calls for emergencies.

### **LOCATION/TRAVEL**

Located in West Cecil Health Center and/or its qualified subsidiaries. Travel is primarily local during the business day, although some out-of-the-area travel may be expected.

### **POSITION REQUIREMENTS**

#### ***Education***

- Doctor of Medicine or Doctor of Osteopathy

#### ***Preferred Education***

- Board certification by the ABMS or the AOA.

*Experience*

- Completion of ACGME, family medicine, internal medicine, or med/peds.

*Physical/Environmental*

- Hearing - adequate to perform job duties in person and over the telephone.
- Speaking - must be able to communicate clearly in person and over the telephone.
- Vision - Visual acuity adequate to perform job duties, including reading information from printed sources and computer screens.
- Ambulatory – adequate to perform job duties including but not limited to typing.
- Will sometimes have contact with blood borne pathogens and infectious, biochemical and hazardous waste.
- Required to wear appropriate PPE in delivering patient care.

*Additional Eligibility Qualifications*

- Current and valid state medical license required.
- Well-developed interpersonal skills are required.
- Basic knowledge and experience in human resource management is required.

**OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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