



## Physician Position Description

The following is a position description for the Physician Position at Rolling Hills Clinic.

**POSITION:** Physician

**REPORTS TO:** Medical Director

**SUPERVISES:** Directly supervises Physicians' Assistant, MA Supervisor, and Medical Assistants

**POSITION SUMMARY:** The To provide primary health care services consistent with the philosophy of Rolling Hills Clinic (RHC). Assist the Medical Director as a preceptor and professional supervisor to the mid-level providers.

**ESSENTIAL JOB FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list, but rather to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

1. Provide direct medical services within the scope of a Family Practice Physician while demonstrating awareness and sensitivity to patient care needs. Focus is on patients with chronic, unstable or multi-system problems but does include acute simple illness as well as healthcare maintenance.
2. Record patient chart entries in Subjective, Objective, Assessment & Plan (SOAP) format; following RHC policies, and Medicaid and Medicare guidelines.
3. Assure that health education is provided with each patient encounter.
4. Assist in the development of Standards of Care for the medical department.
5. Provide required federal and states ambulatory patient care data on appropriate forms.
6. Serve as preceptor for FNP/ PA and other mid-level clinic providers, including consultations, case presentations, chart review, on-the-job training and peer review.
7. Performs osteopathic manipulation on patients if indicated.
8. Obtains appropriate consultation when problems presented are outside the scope of practice or when unfamiliar with a particular aspect of patient care.
9. Provide out-of-clinic patient services as determined by RHC; including but not limited to, inpatient care, home health visits, or home visits.
10. Participate in Quality Assurance (QA) and Continuous Quality Improvement (CQI) activities, including regularly scheduled meetings, clinical audits and peer review.
11. Advise the Medical Committee/ Facility Administration of any situations that may adversely impact the efficiency of the medical department.

### **NON-ESSENTIAL JOB DUTIES:**

1. Participate in the development of medical department policies and procedures in accordance with Tribal policies, accreditation requirements and professional standards.
2. Perform other related duties as needed.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of principles and practices of medicine.
- Knowledge of the etiology of communicable diseases and human nutrition.

- Knowledge of the rules, regulations and procedures of an Indian Health Clinic.
- Knowledge of social, cultural and economic factors as they relate to health and disease.
- Knowledge of interviewing and counseling techniques.
- Knowledge of public health and community resources.
- Skill in patient/family health counseling.
- Skill in performing examinations, interpreting lab results, diagnosing and treating patients.
- Ability to provide information and technical assistance in specialized areas.
- Ability to establish and maintain effective working relationships with administrative, fellow peers, and other work related outside agencies.
- Ability to understand, comprehend and work within departmental budget guidelines to ensure compliance with fiscal policies.
- Ability to provide information and guidance in regards to RHC personnel and departmental policies.

**EDUCATION, EXPERIENCE, CERTIFICATIONS, AND LICENSES:**

- Licensed California Physician, Board Certified/Board Eligible in Family Practice required.
- Demonstrated experience in the delivery of primary care.
- CPR certification, ACLS, PALS certification preferred.

**COMPETENCIES:**

- *Problem Solving* – Identify and resolve problems in a timely manner; gather and analyze information skillfully; develop alternative solutions; work well in group problem solving situations; use reason when dealing with emotional topics.
- *Technical Skills* – Assess own strengths and weaknesses; pursue training and development opportunities; strive to continuously build knowledge and skills; share expertise with others.
- *Customer Service* – Manage difficult or emotional customer situations; respond promptly to customer needs; solicit customer feedback to improve service; respond to request for service and assistance; meets commitments.
- *Interpersonal Skills* – Focus on solving conflict, not blaming; maintain confidentiality; listen to others without interrupting; keep emotions under control; remain open to others’ ideas and try new things.
- *Oral Communication* – Speak clearly and persuasively in positive or negative situations; listen and get clarification; respond well to questions; demonstrate group presentations skills; participate in meetings.
- *Written Communication* – Write clearly and informatively; edit work for spelling and grammar; vary writing style to meet needs; present numerical data effectively; ability to read and interpret written information.
- *Teamwork* – Balance team and individual responsibilities; exhibit objectivity and openness to others’ views; give and welcome feedback; contribute to building a positive team spirit; put success of team above own interests; ability to build morale and group commitments to goals and objectives; support everyone’s efforts to succeed.

**LANGUAGE SKILLS:** Ability to read, interpret and analyze general business periodicals, professional journals, technical procedures, or governmental regulations, such as safety rules, insurance contracts and Medi-Cal guidelines. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to read, write and speak in English proficiently.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, percentages and decimals. Ability to compute rate, ratio, and percent, and ability to draw and interpret bar graphs.

**COMPUTER SKILLS:** To perform this job successfully, an individual should have knowledge of Microsoft Office software.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.

The noise level in the work environment is usually low to moderate. Possible frequent exposure to blood-borne and air-borne pathogens or infectious materials and will require OSHA training.

**INDIAN PREFERENCE:** Preference in filling vacancies will be given to qualified Indian candidates, in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). In other than the above, RHC is an equal opportunity, affirmative action employer, and does not discriminate in employment decisions based on race, color, religion, gender, national origin, age disability, or sexual orientation.

**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 sit for extended periods of time, bend, and stoop. Some light lifting is also required. Additional physical demands include use of full range of sense of hearing, speech, and vision. Employee will display manual dexterity as applicable. Finally, employee will pass all medical/employment physical examinations.

*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but is not and should not be construed an all-inclusive listing of responsibilities, skills, work requirements, or working conditions. While it is intended to accurately reflect the position activities and requirements, individuals may perform other duties and RHC reserves the right to modify, add or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.*

*The job description does not constitute an employment agreement between Rolling Hills Clinic and employee and is subject to change by the Paskenta Band of Nomlaki Indians.*

*Employment with Rolling Hills Clinic is voluntarily entered into. All RHC personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at anytime by the employee or by RHC. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms.*

**FLSA STATUS:** Non-exempt

**DATE OF LAST REVIEW / REVISION:** 03/17/2017

**ASSIGNED SITE:**

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Signature

\_\_\_\_\_  
Date