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| C:\Users\AaronDouglas\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\ED3CFAEC.tmp  |  **Job Description**  |
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| **Date:  July 2021** |  | **Position: Physician** |
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| **Department:**PureView   | **Status:** Regular,Full-time, Exempt | **Grade:** 21 |

**General Statement**

Under the general administrative direction of the Medical Director, this position provides primary and preventive health care services.

**Duties and Responsibilities**

* Provides primary care and preventive health services to clinic patients including but not limited to examination, diagnosis, treatment and therapeutic procedures
* Coordinates patient medical care with other health professionals
* Dispenses pharmaceuticals
* Maintains patient medical records
* Assists in the implementation and evaluation of quality improvement program and quality assurance activities
* Performs on-call and in-patient responsibilities
* Provides direction to clerical support and nursing staff
* Attends staff, committee, and board meetings when requested
* Consults with Medical Director and clinic staff on matters relating to patient care, records maintenance, emerging issues, training needs, and clinic protocols
* Performs other duties as assigned

**Required Qualifications – Experience & Education**

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to;

* Must be an MD or DO
* Must be eligible to practice in the state of Montana with hospital privileges or ability to obtain hospital privileges at St. Peters Health
* Previous experience as a health provider and experience using electronic health records preferred

**Knowledge Skills & Abilities**

**Examples of knowledge:**

* Knowledge of federal laws and standards for federally qualified health centers
* Montana Code Annotated
* PureView policies and procedures
* PureView health and safety regulations and policies
* Health care practice quality assurance and quality improvement practices
* HIPAA regulations and practices

**Examples of skills and abilities:**

* Ability to use medical diagnostic equipment and instruments according to prescribed standards and practices
* Use medical diagnostic and assessment tools
* Use common office machines
* Operate computer systems and related software, including medical records, word processing and spreadsheet programs
* Identifies patient needs and refers patients according to prescribed standards and practices
* Diagnose and treat common illnesses and injuries
* Interpret diagnostic tests according to prescribed standards and protocols
* Prescribe medications and therapies according to prescribed standards and protocols
* Communicate effectively orally and in writing
* Follow verbal and written instructions
* Establish effective working relationships with fellow employees, supervisors, patients, health professionals, medical and community service organization representatives and citizens

**Special Requirements**

None

**Physical Demands**

Duties are generally performed in an office environment where hazards and discomforts are controlled and modifiable.  This position requires the ability to stand, bend at the waist, kneel, reach over the head, talk, hear, and see.  Position requires knowledge and use of typical office equipment including telephone, copiers, fax machines and personal computer.  Position requires frequent contact with patients and clinic employees; occasional contact with medical and community service agencies.  Position may require occasional visits to other sites.

**Reporting Line**

This position reports to the following position: Medical Director

Position has supervisory duties: No.

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If Yes, list the position title:

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| **Position Title**  | FTE |
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**Required Signatures**

Immediate Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Head\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_