

NORTHERN TIER CENTER FOR HEALTH

JOB DESCRIPTION

JOB TITLE

Staff Physician

REPORTS TO

Reports to Medical Director and Executive Director

OTHER CONTACTS

NOTCH personnel at all locations, patients, family members

JOB SUMMARY

Provide medical direction for all activities, including but not limited to acute and chronic medical care, education, referral, consultation and medical supervision of the health care staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Interacts with patients and members of the care team to provide a range of care services. Specific duties and responsibilities include:
 - Provide health care and treatment to patients
 - Evaluate a patient using standard subjective and objective data findings to make an accurate assessment and formulate a plan including standard medications and treatment / therapy modalities. This will be done according to recognized standard approach and protocols of care for various disease states, age guidelines, and gender guidelines.
 - Reinforces patient education and instructions, self-management tools, and counseling on healthy behaviors
 - Conducts home visits in order to provide services within scope of practice when necessary.
- Collaborate with the mid-level practitioner in development of the written policies and services offered to all patients.
- Periodically review patient records, provide orders and be available to the Physician's Assistant / Nurse Practitioner for consultation for patients.
- Be available for direct telephone consultation to assist with medical emergencies and to accept and direct patient referrals.
- Participates in Quality Improvement projects under the direction of the Nursing Supervisor and/or Office Manager. Participation may include: participating in a new process or change, providing feedback to the tests of change, and providing suggestions for the next tests of change
- Participates in training sessions, monthly and daily staff meetings
- Trains, mentors and supervises students and clinical support staff as appropriate

KNOWLEDGE, SKILLS AND ABILITIES

- Must be able to work independently and make excellent clinical judgments.
- Must have excellent communication and interpersonal skills.
- Must have a working knowledge of diagnostic equipment used in a medical office, i.e. EKG.
- Ability to function within a team environment to achieve stated objectives



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EDUCATION / CERTIFICATE / LICENSE

Must be Board eligible or Board certified, professionally competent practitioner of medicine.

EXPERIENCE

One year experience in physician office setting is preferred.

FLSA

Exempt

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 35 pounds, be able to shift patients on exam table, push in wheelchair, or transfer from table to stretcher. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

The noise level in the work environment is usually moderate.

MACHINERY AND EQUIPMENT USED

Personal computer and printer, basic office equipment, EKG, crash cart, clinical diagnostic items and materials

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All applicants made a conditional offer of employment must cooperate fully with background investigations. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.



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JOB DESCRIPTION

Reviewed with employee by:

Manager's Name: _____ Date: _____

Received and accepted by:

Employee's Name: _____ Date: _____

NOTCH is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

