

**CATAWBA CARE  
POSITION DESCRIPTION**

<b>Title:</b>	Family Physician/ Medical Director
<b>Department:</b>	Medical Clinic
<b>Reports To:</b>	Clinic Operations Director
<b>FLSA Status:</b>	Salary Exempt
<b>Date Revised:</b>	March, 2014

**GENERAL SUMMARY**

The Family Physician will be responsible for providing primary care for patients throughout the lifecycle (adult and pediatric patients). The Family Physician will make independent decision regarding management and treatment of medical problems identified, formulating, initiating, and monitoring patient management plans based on established standards of care. Regular clinic hours are Monday-Friday, 8:30-5:00. Physician may be needed for after-hours calls and limited evening and weekend clinic hours as clinic transitions into community health. Clinic has hospital admitting privileges but clinicians are not expected to see patients in the hospital. Physician will be responsible for compliance with government regulations related to the provision of healthcare. They will be part of the multi-disciplinary health care team and will participate in the Continuous Quality Improvement activities of the organization. The Family Physician will seek to develop rapport with patients striving to build a physician-patient partnership. Physician will be expected to utilize electronic health records for all patient care.

**ESSENTIAL FUNCTIONS**

% TIME	Medical/Clinical Functions
80%	<p>Diagnose and treat acute health problems, treat and manage chronic diseases; Order, perform and interpret diagnostic studies, developing appropriate plans of care and monitoring effectiveness; Prescribe medications and other treatments as necessary. Conduct comprehensive medical and social histories and provide health maintenance including comprehensive physical examinations; Promote positive health behaviors by providing instruction and counseling on health maintenance, health promotion, social problems, illness prevention, illness management and medication use. Responsible for documenting all patient care in the electronic health record in a timely and thorough manner. Strives to achieve familiarity with patients' past medical history to streamline patient office visits and ensure continuity and quality of care. Provides on call services for after-hours coverage for patients as needed and assists in completion of patient-related documents (ex: disability applications).</p> <p><i>Competencies:</i> Specialized independent medical judgment and skills which are based on knowledge and application of the principles of biophysical and social sciences; Current knowledge on disease management for HIV and other primary care conditions; Strong assessment skills; ability to develop treatment plans; ability to communicate plan with patient; ability to complete work efficiently, effectively, and independently; ability to manage time effectively; ability to work collaboratively with a multi-disciplinary team; ability to prescribe</p>

	taking quality of care and cost into account.
8%	<p><b>Quality Improvement/ Quality Assurance:</b> Participates in quality improvement activities – including development of clinical forms, review of medical records for adherence to pre-established standards of care, and participation in quality improvement meetings.</p> <p><i>Competencies:</i> Thorough knowledge and understanding of HAB measures and HHS guidelines for HIV care; thorough knowledge of community health center quality indicators; strong understanding for clinical processes at CC, including documentation methods; ability to provide constructive criticism; proficiency with Electronic Health Record.</p>
7%	<p><b>Medical Director:</b> Provides appropriate medical supervision to physician extenders, nurses and support staff in implementing the plan of care and patient triage. Oversees primary care services provided, reviews and approves medical protocols, and reviews medical charts.</p> <p><i>Competencies:</i> Communication skills; problem-solving skills; ability to respond to agency needs; understanding of agency policies and procedures; time management skills; strong commitment to teamwork and confidentiality.</p>
5%	<p><b>Collaboration:</b> Collaborate with physicians and other health care professionals to ensure coordinated and high quality patient care. Establish effective working relationships with other medical providers and referral resources. Includes participation in CC's interdisciplinary team and collaboration with internal medical, mental health, dental and social service providers. Participates in clinic team meetings.</p> <p><i>Competencies:</i> Communication and collaboration skills</p>
<b>100%</b>	<b>Total Essential Functions</b>

#### EDUCATION, EXPERIENCE, & LICENSURES

- Medical degree from a 4 year accredited medical college or university
- Board certification preferred
- Successful completion of intern and residency programs.
- Licensed in State of South Carolina to practice medicine and in good standing
- Federal DEA license
- S.C. Controlled Substance License
- Must meet credentialing and privileging requirements of the organization
- Experience with electronic health records preferred
- HIV experience preferred
- Community Health Center experience preferred
- Ability to speak Spanish a plus

#### WORKING CONDITIONS

- Stands, stoops, reaches, pushes and pulls
- Lift items 50 lbs or less
- Some non-traditional working hours may be required
- Some travel (driving) may be required
- Some home visits may be required