

Tejas Health Care

Staff Physician Job Description

Title: Staff Physician
Supervisor(s): Chief Medical Officer
Department: Medical
FLSA Status: Exempt

Job Summary

The Staff Physician is responsible for delivery of quality medical care to patients of the Center and functions as a member of the multi-disciplinary health care team within the scope of his or her medical practice.

Duties and Responsibilities

1. Provides clinical services.
 - a. Maintains clinical expertise and competency (to include age specific competency) as well as demonstrates thorough knowledge of procedures to deliver quality primary health care.
 - b. Provides clinic sessions, as scheduled, in direct patient care at clinic site, including extended hours clinics.
 - c. Provides a minimum of Twenty (20) medical encounters for the contract day and provides services equaling to at least forty (40) hours per week in clinic.
 - d. Examines, diagnoses, treats and/or refers patients assigned to physician's panel, on an in-patient and out-patient basis (as per individual employment agreements); prescribes pharmaceuticals, other medications, and treatment regimens as appropriate to assessed medical conditions.
 - e. Refers clients for appropriate specialty care services, lab and x-ray and any other ancillary services that are appropriate for patient's management and care. Reviews all lab and x-ray reports for patients under his/her care on a timely basis and makes medical management decisions appropriately. Follows appropriate standards of care for each patient.
 - f. Provides continuity of care to center patients on his or her patient panel and other patients as assigned,

- including routine in-patient and nursing home care to center patients.
- g. Maintains a problem oriented health record for each patient seen in accordance with the Center's established Health Information Management policies and procedures.
 - h. Ensures that patient and family/significant others are educated about diagnosis and the plan of care. Acts as a resource for facilitating communication when necessary.
 - i. Participates in specified health promotion, education and/or prevention programs as needed i.e. diabetes collaborative/health fairs etc.; attends and participates in clinic meetings / departmental meetings and other clinic functions as required by the Center.
2. Provides clinical oversight under the supervision of the Medical Director.
- a. Assumes responsibility/accountability for delegating, directing, and supervising patient care activities. Trains, mentors and supervises students and clinical support staff engaged in activities and procedures, as appropriate.
 - b. Participates in the analysis of community health problems and assists in the development of the community health care plan.
 - c. Participates in Compliance and Performance Improvement activities for continuous care quality improvement and risk management purposes.
 - d. Participates in the review and development of patient care policies, including health maintenance schedules and continuity of care.
 - e. Participates in the review and development of protocols and standing orders.
 - f. Implements the plans, procedures and protocols for the medical team.
 - g. Serves as a resource and positive, proactive leader for the department.
 - h. Accepts responsibility for remaining current with medical and health care trends and information that impact the medical practice.
 - i. Leads the health care team in identifying, evaluating, and prioritizing patient and family needs to develop a plan of care.
 - j. Participates in the evaluation of products, procedures, and patient care standards.

3. Maintains professional courtesy at all times.
4. Performs all other related duties as assigned.

Knowledge, Skills and Abilities

Required

- Knowledge of advanced principles of health promotion, prevention and motivation
- Knowledge of protocols in general and an ability to quickly gain specific knowledge of Tejas Health Care's current operational protocols
- Knowledge of medical terminology and appropriate abbreviations
- Demonstrates knowledge of the Texas Medical Practice Act
- Ability to document, with clarity, all information relevant to a patient's needs
- Ability to effectively present information in small group situations to patients, Tejas staff, and the general public
- Ability to use office equipment including but not limited to computers, fax machines, telephones and copiers

Preferred

- Spanish speaking and writing skills

Credentials and Experience

Required

- Medical degree from an accredited school of medicine
- Current unrestricted license from the Texas Medical Board to practice as a physician in the State of Texas
- Annual continuing medical education as required by Board specialty
- Must be registered and have current DEA, DPS and other such certificates to legally operate a practitioner in the State of Texas
- Hospital privileges at designated area hospitals if required for specialty
- Current Cardiopulmonary Resuscitation (CPR) for Healthcare Professionals Certification

Preferred

- One (1) year of practice experience as a physician giving direct patient care

Scope of Practice

The licensed employee will provide services to THC patients, under the delegation of the individual's credentials and scope of practice as licensed by the State of Texas abiding by all applicable laws, regulations, rules and accreditation standards and be consistent with privileges granted by the Board of Directors.

Special Requirements

The employee must be able to lift and/or move up to 50 pounds. This position requires full range of body motion including handling and lifting patients, manual and finger dexterity and eye/hand coordination; sitting, standing and walking for extensive periods of time; working under stressful conditions or working irregular hours; and frequent exposure to communicable diseases, body fluids, toxic substances, medicinal preparations and other conditions common to a clinic environment. The Employee frequently is required to reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to work with a moderate noise level in the work environment is also required.

The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all duties and skills required in order to perform the work. Tejas Health Care reserves the right to revise or change job duties and responsibilities as the business need arises. Additionally, this job description is not intended as an employment contract, implied or otherwise, and Tejas Health Care continues to maintain its status as an at-will employer.

If the essential functions of this position cannot be performed in a satisfactory manner by the employee, reasonable accommodations may be made.

Signature of Incumbent and Supervisor

I hereby acknowledge that I have read and understand the above mentioned job duties, qualifications, policies, and procedures for this position. I also certify that I received a copy of this job description.

Incumbent: _____ **Date:**

Supervisor: _____ **Date:**
