Position Title: Physician

Statement of Duties
Duffy Health Center is a patient-centered medical home, and every role requires functioning effectively using a team-based approach. The Physician is responsible for providing primary medical care to Duffy Health Center patients at Duffy Health Center facility and outreach sites as directed by Duffy Health Center. Work includes conducting thorough examinations, issuing diagnoses and developing treatment plans, ordering tests, making referrals, authorizing prescriptions, providing follow up, and overseeing the work of medical staff. This position is deemed essential* in the DHC Emergency Operations Plan.

Position Functions
The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

1. Consistent with delineation of privileges, provides quality comprehensive primary care for a diverse population of at-risk patients: Provides direct patient care at least 31 hours/week in full time position, the remaining 8 hours of work are devoted to other clinical administrative duties such as lab follow-up, quality assurance, completion of patient forms, collaborating with/ supervising mid-level providers.

2. Reviews laboratory results and radiology reports; responds to abnormal labs/tests; communicates results to patients.

3. Provides education to patients on health promotion and disease prevention.

4. Writes and refills prescriptions; makes patient referrals to specialists.

5. Provides emergency care.

6. Provides, with other staff members, continuous onsite physician coverage which requires physician presence, remaining available to cover sites during administrative time when colleagues are ill or on vacation.

7. Meets agency productivity standards.

8. Prepares accurate correspondence, reports, and technical documentation as required for communication, recordkeeping, and/or reporting.

9. Records all patient information timely using electronic medical records system.

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10. Reviews and authorizes nurse’s notes and documentation required for billing purposes.

11. Participates in a collaborative manner with nurse practitioners and physician assistants, ensuring the highest quality clinical care for patients co-managed.

12. Participates in the teaching of medical students and residents and acts as a role model and mentor for students, residents and fellows as indicated.

13. Works collaboratively with Behavioral Health and Case Management to develop integrated care plans.

14. Participates in continuing education as required for professional license maintenance and keeping attuned to best practices and medical/clinical trends.

15. Coordinates with patients, providers, hospitals, and outside organizations regarding patient care issues.

16. Participates in peer review by performing chart review and working with the quality improvement committee to develop clinical assessment tools, etc. as indicated.

17. Attends and actively participates in department meetings, general staff meetings, quality assurance meetings, and other meetings, as required.

18. Other duties as assigned.

**Supervision**

Work is performed under the administrative direction of the Medical Director, and in accordance with professional standards and protocol. The Physician establishes goals and objectives for patient care, and assumes direct accountability for outcomes and performance. The Physician is also expected to resolve all conflicts which arise, and coordinate with others as necessary.

The employee has access to confidential patient information and medical records.

The employee works outside of normal business hours and/or at night as needed to perform duties of the position.

**Work Environment**

Guidelines only provide limited guidance for performing the work. Extensive judgment and understanding are required to provide managed medical care to patients. The employee is recognized as the health center’s authority in providing medical diagnosis, developing
treatment plan, and ensuring follow-up patient care. The work consists of employing many different concepts, theories, principles, techniques, and practices related to providing medical care.

Errors may result in a delay or loss of service, adverse public relations, legal repercussions, monetary loss, personal injury or illness, and injury, illness, and/or death of patients.

The position has constant contact with patients, providers, co-workers, outside agencies and organizations. Contact usually occurs in person, via email and on the phone. The purpose for contact is to provide care, make referrals, attend, facilitate and participate in meetings, build relationships and cooperation, supervise and coordinate work, and give or receive information and assistance.

**Recommended Minimum Qualifications**

**Physical and Mental Requirements**
Employee works in a healthcare medical office and is required to walk, stand, talk/listen and use hands more than 2/3 of the time; and sit and reach up to 1/3 of the time. Employee occasionally lifts up to 10 lbs., and seldom lifts up to 30 lbs. Normal vision is required for the position. Equipment operated includes medical equipment, medical devices, office machines, and computers. Employee may be exposed to biohazards, radiation, hostile individuals and/or situations.

**Requirements under the DHC Emergency Operations Plan**
During a declared Emergency, staff deemed as Essential Personnel are expected to work onsite at Duffy Health Center and Non-Essential Personnel are expected to work remotely. This position is Essential and therefore this position may be expected to work onsite during a declared emergency.

**Education and Experience**
A candidate for this position must have a Medical degree (MD or DO) and be licensed to practice medicine in the state of Massachusetts or ability to obtain license in Massachusetts, and have at least five (5) years of experience in an outpatient health clinic setting, experience in a community health center setting working with underserved populations preferred; or an equivalent combination of education and experience.

**Licenses and Certifications Required**
A candidate for this position must be appropriately Board Certified or Board-Eligible in Primary Care, specializing in Family Medicine, Internal Medicine, successfully complete the required credentialing process, and have a valid driver’s license.

**Knowledge, Skills and Abilities**
A candidate for this position should have:

Knowledge of:
- Managed patient care
- Federal, state, and other applicable standards for clinical practice
- HIPAA regulations
- Medical systems as per MBA (healthcare)
- Health care issues related to homelessness including: mental illness, substance abuse, criminal history, and physical and sexual abuse
- Protocol for handling crisis situations
- Staff supervisory techniques.

Skill in:
- Patient examination and diagnosis
- Effective supervision of staff
- Problem solving and conflict resolution
- Effective written and verbal communication
- Planning, prioritizing and organization.

Ability to:
- Remain flexible with work hour changes
- Effectively manage a full caseload of patients
- Maintain confidentiality of information
- Collaborate and work effectively as part a team, and independently
- Interact effectively and appropriately with at-risk individuals
- Commit to the philosophy and mission of Duffy Health Center which serves the homeless and at-risk population, and to the team-based approach as part of PCMH.

Essential*

*Employees designated as “essential,” a standard Incident Command term used in Emergency Management, typically work on-site to provide direct clinical care or management of such.

Non-essential*

*Employees designated as “non-essential,” a standard Incident Command term used in Emergency Management, typically work off-site remotely to provide either clinical or administrative support to clinical operations.