

## **POSITION DESCRIPTION**

**POSITION TITLE: FAMILY PHYSICIAN**

**DEPARTMENT: PROVIDER**

### **JOB CONTENT**

#### **1. POSITION SUMMARY:**

**(OVERALL PURPOSE OF THIS POSITION)**

- **EVALUATE AND INTERPRET SYMPTOMS AND SIGNS LEADING TO THE DIAGNOSIS AND MANAGEMENT (WITH PATIENTS AND THEIR FAMILIES) OF MEDICAL AND PSYCHOSOCIAL PROBLEMS IN THE OFFICE AND IN THE HOSPITAL.**

#### **2. ESSENTIAL DUTIES AND RESPONSIBILITIES WHICH MUST BE PERFORMED IN ORDER TO CARRY OUT THE POSITION PURPOSE SUMMARIZED ABOVE:**

**(THE FOLLOWING DESCRIPTION IS A GENERAL REPRESENTATION OF THE KEY DUTIES AND RESPONSIBILITIES OF THIS POSITION. (OTHER DUTIES MAY BE ASSIGNED, AS REQUIRED.)**

- A. ATTEND AND CONDUCT PATIENT ENCOUNTERS, AS OUTLINED IN THE PRINCIPLE OF PRACTICE OF NEIGHBORHOOD FAMILY PRACTICE.**
- B. COVER OR ARRANGE FOR COVERAGE OF HOSPITALIZED PATIENTS.**
- C. COVER OR ARRANGE FOR COVERAGE OF EVENING, NIGHT AND WEEKEND ACTIVITIES OF NFP.**
- D. USE PROBLEM ORIENTED MEDICAL RECORDS.**
- E. SYSTEMATICALLY INTEGRATE SCREENING, PERIODIC EXAMINATIONS, HEALTH HISTORIES AND DISCUSSIONS ABOUT PATIENT CONCERNS AND INFORMATION RELEVANT TO PATIENTS AND FAMILIES.**
- F. FULLY INFORM PATIENTS OF THE RISKS AND BENEFITS OF ANY SUGGESTED PROCEDURE.**
- G. PARTICIPATE IN DEVELOPING AND MAINTAINING QUALITY ASSURANCE METHODS.**
- H. ATTEND REQUIRED MEDICAL STAFF MEETINGS OF THE HOSPITALS FOR WHICH PRIVILEGES HAVE BEEN GRANTED, AND PARTICIPATE IN COMMITTEES WHEN REQUESTED IF PATIENT CARE RESPONSIBILITIES ALLOW TIME TO DO SO.**



- I. PARTICIPATE IN REGULAR EXAMINATION AND IDENTIFICATION OF THE SPECIAL NEEDS AND HEALTH CARE PROBLEMS OF NFP PATIENTS THROUGH PARTICIPATION ON MEDICAL STAFF AND HEALTH CARE COMMITTEE MEETINGS.**
- J. PARTICIPATE IN COMMUNITY ASSOCIATIONS AND ORGANIZATIONS CONCERNING HEALTH TOPICS.**
- K. SUPERVISE AND INTEGRATE ASPECTS OF PATIENT CARE UTILIZING MEDICAL HOME MODEL OF CARE.**
- L. SERVE AS A MEMBER OF NFP'S MEDICAL AND CLINICAL TEAM, PROVIDING ASSISTANCE AS NEEDED.**
- M. WORK AS A TEAM MEMBER TO SUPPORT NFP AS A PATIENT CENTERED MEDICAL HOME (PCMH).**

**3. QUALIFICATIONS:**

- A. SPECIFIC KNOWLEDGE, TRAINING OR SKILLS REQUIRED TO PERFORM THE DUTIES OF THIS POSITION. SPECIFIC CONCEPTS, COURSES, TRAINING PROGRAMS OR REQUIRED CERTIFICATIONS:  
(TO PERFORM THIS POSITION SUCCESSFULLY, AN INDIVIDUAL MUST BE ABLE TO PERFORM EACH ESSENTIAL DUTY SATISFACTORILY. THE REQUIREMENTS LISTED BELOW ARE REPRESENTATIVE OF THE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS.)**
  - BOARD CERTIFIED MD IN FAMILY PRACTICE MEDICINE (LICENSED TO PRACTICE IN THE STATE OF OHIO).**
  - CURRENT DEA LICENSURE.**
  - MEET BOARD AND STATE REQUIREMENTS FOR CONTINUING PROFESSIONAL EDUCATION.**
  - DEMONSTRATED UNDERSTANDING OF PUBLIC HEALTH POLICY AND PRACTICES; FAMILIARITY WITH MEDICAL HOME MODEL OF CARE.**
  - DEMONSTRATED WRITTEN AND ORAL COMMUNICATION SKILLS.**
  - IN-DEPTH EMOTIONAL INTELLIGENCE: DEMONSTRATED SELF-AWARENESS, ACCURATE**



**SELF-ASSESSMENT, SENSITIVITY AND EMPATHY, OPENNESS, RELIABILITY AND CONSISTENCY. DEMONSTRATED CULTURAL COMPETENCY AND UNDERSTANDING OF UNDERSERVED POPULATIONS.**

- **IN-DEPTH COLLABORATION AND COACHING SKILLS.**
- **DEMONSTRATED ABILITY TO MANAGE MULTIPLE PRIORITIES AND GENERATE RESULTS.**
- **COMPUTER PROFICIENCY: APPLICATION OF EMR AND RELATED FUNCTIONAL SOFTWARE.**
- **DEMONSTRATED ANALYTICAL AND PROBLEM SOLVING SKILLS.**

**B. ESSENTIAL PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

**(THE PHYSICAL DEMANDS AND WORK ENVIRONMENT DESCRIBED BELOW 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 TO ENABLE INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS.)**

- **ABILITY TO SEE, COMMUNICATE, HEAR AND UTILIZE ELECTRONIC COMMUNICATION DEVICES.**
- **DEMONSTRATED ABILITY TO WALK, SIT OR STAND FOR LONG PERIODS OF TIME. BENDING, STRETCHING REQUIRED. LIFTING UP TO 50 POUNDS.**
- **WORK ENVIRONMENT IS STRESSFUL AT TIMES.**

**C. PREVIOUS EXPERIENCE THAT IS NECESSARY BACKGROUND TO QUALIFY FOR THIS POSITION:**

- **PHYSICIAN CARE GIVING EXPERIENCE IN A COMMUNITY HEALTH CENTER, PREFERRED.**