



## POSITION DESCRIPTION

### PHYSICIAN

**POSITION PURPOSE:** This position exists to ensure the provision of quality medical care to patients.

**REPORTS TO:** Medical Director

**QUALIFICATIONS:** MD, graduate of accredited School of Medicine. Board Certified Family Practitioner. Must have valid Minnesota License and be eligible for hospital staff privileges. Ability to exhibit good rapport with clients of varying ethnic and SES. Excellent oral and written communication skills. Commitment to the mission of SCHS.

**POSITION LOCATION:** Southside Medical Clinic

**SALARY CLASS** Exempt

**Major Challenges:** Major challenges of this position involve providing the highest quality, cost effective patient care services in accordance with the State Medical Board and Southside Community Health Services. The Physician is required to make sound decisions in the best interest of the patient, including knowing when to consult or refer patients.

**Authority Level:** The physician has authority to render health care and treatment to patients in accordance with the patient privacy act and Southside Community Health Services standards.

**Internal/External Contacts:** The Physician has extensive contact with patients and their families, staff, clinical support and the community.

**Special Knowledge and Skills, Certifications and Licenses:** Strong clinical, human relations, leadership, and verbal and written communication skills. Ability to effectively problem-solve and make sound decisions. Must maintain a current state certified physician licensure and BLS/ACLS certification.

**PRINCIPAL RESPONSIBILITIES:**

1. Provide comprehensive health care for families as established by SCHS protocols. These services may include health maintenance, acute & episodic care, management of chronic illness, patient education, obstetrics and periodic on call duties.
2. Participate in development of and abide by clinical protocols, policies & procedures so as to comply with the Quality Improvement Standards. Participate in regular record/peer review procedures.
3. Establish consulting & referral relationships with medical specialists so that clients receive the benefits of services not provided by the clinic.
4. Maintain patient records, complete charge sheet within 24 business hours of the clinic visit, complete worker's compensation forms, special insurance, dictate letters and physician statements, disability and other forms so as to assist support staff in record upkeep.
5. Supervise (precept) Family Practice residents both in the hospital and in the clinic. Support nurse practitioners and physician assistants.
6. Provide community education as requested.
7. Attend and participate in various staff meetings and committees.
8. Assist with recruitment of medical providers.
9. Various administrative duties.
10. Other duties as reasonably assigned.

**This description is intended to provide basic guidelines. Responsibilities, knowledge, skills, abilities and working conditions may change as the need evolves.**

I have received a copy of this job description.

Employee Signature

Date

Employee Name