



JOB DESCRIPTION

POSITION TITLE:	Family Physician & Core Faculty Member of the Family Residency Program
LOCATION:	HOPE Clinic
REPORTS TO:	Medical Director
EDUCATION:	Doctor of Medicine (MD or DO)
WORK EXPERIENCE:	Minimum of 3 years experience preferred.
SALARY:	Based on experience
FLSA STATUS:	Exempt
POSITION TYPE:	Full-Time
LANGUAGE:	Fluent in English; Bilingual in English and Spanish, Arabic, Burmese, Chinese or other languages is preferred

HOPE Clinic is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including but not limited to disability, race, creed, color, age, sex, religion, political, national or social origin, etc.

JOB SUMMARY:

Examine and treat patients with a wide range of conditions and refer those with serious ailments to a specialist or appropriate facility. Typical job duties include taking patient histories, performing, or requesting diagnostic tests, making diagnoses, prescribing treatment, administering vaccinations, and performing follow-up examinations, as well as educating patients in disease prevention and health maintenance. Additional duties include preparing medical records, clinical reports, and correspondences. Commit to training future family physicians to deliver quality health services to patients of diverse cultural, ethnic, and economic backgrounds. You will teach the residents to treat all patients with dignity regardless of the patient's background.

MAJOR DUTIES & RESPONSIBILITIES:

Family Physician

- Provide quality care to patients according to clinical medical protocols and funding source guidelines;
- Initiate an appropriate assessment of the patient's health status, ranging from focused to comprehensive, depending upon the setting;
- Provide and manage comprehensive medical care, including diagnosis and nonsurgical treatment of diseases, common health problems, such as infections, influenza, and pneumonia, as well as serious, chronic, and complex illnesses, in adolescents, adults, and the elderly;

- Provide prenatal care for uncomplicated OB patients;
- Monitor patients' conditions and progress and reevaluate treatments as necessary;
- Explain procedures and discuss test results or prescribed treatments with patients;
- Advise patients and community members concerning diet, activity, hygiene, and disease prevention and educate patients about preventative measures to avoid illness;
- Collect, record, and maintain patient information, such as medical history, reports, and examination results, and prepares reports and correspondence related to the work;
- Refer patient to medical specialist or other practitioners when necessary;
- Prescribe medication by Texas statute and professional practice guidelines;
- Immunize patients to protect them from preventable diseases;
- Participate in formulating, interpreting, implementing, and evaluating objectives, policies, and procedures;
- Assist with quality improvement activities as required and participates in Quality Assurance and Utilization Reviews;
- Perform diagnostic tests and procedures and therapeutic procedures, within the scope of practice, including but not limited to venipuncture; intradermal tests; intramuscular and subcutaneous injections; electro-cardiogram; application of dressings and bandages; administration of medications; cardiopulmonary resuscitation; auditory screening; visual screening; and aseptic techniques;
- Analyze accumulated health information and collects additional observational, interview, historical, physical examination, and diagnostic data, modifying treatment as appropriate;
- Have a working knowledge of ICD10, CPT, and HCPCS coding and managed care, and be available for training as necessary;
- Maintain and complete patient's health records or charts legibly, concisely, and close them within 48 hours and/or by the end of the serviced week;
- Work as an integral part of the HOPE Clinic clinical team;
- Participate in the on-call/Saturday rotation schedule as needed;
- Be flexible to work between different sites;
- Comply with the regulations and policies required of a Federally Qualified Health Center;
- Complete administrative assignments as requested by Medical Director and/or HOPE Clinic;
- Report to the Medical Director;
- Perform other duties as assigned to support HOPE Clinic's Mission, Vision, and Values.

Core Faculty Member of the Family Residency Program

- Commit up to preceptorship for the Family Residency Program and see patients according to the program needs;
- Teach and train resident physicians and medical students (when applicable) in Family Medicine while providing high quality, evidence-based, cost-effective, high-quality care for patients without sacrificing patient or learner safety;

- Foster and encourage a life-long learning attitude that considers resident and faculty well-being;
- Epitomize professionalism in teaching, clinical care, and leadership;
- Provide didactic lectures for the residency program as directed by the Program Director;
- Serve as a mentor and advisor for the residents and medical students;
- Serve on committees at the hospital or clinic to enhance medical education, patient care, or quality improvement at those facilities. Serve on administrative and leadership committees to serve as a liaison between the residency and the teaching facility;
- Participate and supervise residents in scholarly and quality improvement activities driven by interest and as directed by the program director to fulfill the requirements laid out in the ACGME Family Medicine Program Requirements;
- Responsible for developing, delivering, and providing an engaging learning curriculum and environment;
- Responsible for developing, utilizing, and contributing to the ACGME competency-based curriculum for residents on didactic and clinical education;
- Actively participates in faculty development activities;
- Accountable for monitoring resident work hours, paying close attention to signs of Fatigue and Sleep Deprivation in individuals; if signs of fatigue are identified, faculty are required to follow the protocol outlined in the Fatigue Mitigation Policy;
- Serve as a role model for residents and staff in all facets of work;
- Actively participate in faculty meetings, CCC meetings, PEC meetings, as well as any GMEC meetings as directed by the program director;
- Evaluate Family Medicine residents promptly using competency-based/milestone evaluations and via direct observation and other relevant evaluation methods;
- Mentor and coach residents, advise them regarding their career and educational goals;
- Participate regularly in scheduled didactics (including, but not limited to journal clubs, lectures, grand rounds, interdisciplinary conferences, M&M sessions, resident presentations, procedures, and other workshops);
- Administer and maintain an educational environment conducive to educating residents in each of the ACGME competency areas;
- Keep up all licenses and board certifications as required. Keep up with CME and maintenance of board certification as required;
- Maintain own clinical skills by providing regular direct patient care without learners at the teaching site(s) in addition to the precepting/supervisory sessions;
- Participate in the interviewing and recruitment process for the residency;
- Complete all clinical charting (including resident chart supervision/attestation/co-signatures) in a timely fashion as directed by the program director and medical director;
- Report to Program Director;
- Other duties as assigned by the Program Director to support the success of the Family Residency Program.

QUALIFICATION REQUIREMENTS:

- Successful completion of an accredited Family Medicine Residency with 3 or more years of experience;
- Current D.E.A certificate;
- Previous experience in a hospital and/or clinic setting;
- Understanding of Texas mandated reporting laws;
- Ability to relate to culturally diverse patients and communities;
- Keep up with CME requirements for Texas License and Board Certification.

EDUCATION and/or EXPERIENCE:

- Doctor of Medicine (MD or DO);
- Current board certification by the American Board of Family Medicine (ABFM) or the American Osteopathic Board of Family Medicine (AOBFM);
- Experience working in a Family Practice environment, community health experience preferred;
- Valid Texas State Medical License.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general health and social services guidelines, technical procedures, or governmental regulations. Ability to write reports, health correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups or patients, center staff, and the general public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide into all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rates, ratios, and percentages.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

- Bilingual (Vietnamese, Chinese, Arabic, and/or Spanish with English) is preferred;
- Above average skills in language ability as well as public speaking and writing;
- Must have reliable transportation and a valid Texas Driver's license & auto insurance coverage.

LEADERSHIP RESPONSIBILITIES:

No direct supervisory of employee/management responsibilities. May provide occasional work guidance, technical advice, and training staff or students. Will be responsible for supervising assigned residents of the Family Residency Program and be the residents' mentor/preceptor.

WORK COMPLEXITY/INDEPENDENT JUDGEMENT:

Work tasks may or may not be complex, non-routine, non-structured, and guided by established policies and procedures. Independent clinical judgment is required outside of making the basic choice in the selection and application of established methods.

PROBLEM-SOLVING:

Decisions are made on routine matters affecting a few individuals and usually within the confines of the job's department. Specific job activities and results are typically reviewed closely. There are limited requirements for developing new ideas or changes in methods, procedures, or services.

COMMUNICATION/INTERACTIONS:

Information sharing - gives and receives information such as options, technical direction, instructions, and reporting results. Will interact with patients, own supervisors, residents, and coworkers in own and other departments.

IMPACT OF DECISIONS:

Follow rules and procedures. Decisions can have an enormous impact on HOPE Clinic.

PATIENT RELATIONSHIPS:

Follow through with patient inquiries, requests, and complaints. Forwards difficult and non-routine inquiries or requests to the appropriate level for resolution.

AMERICANS WITH DISABILITIES SPECIFICATION:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear, stoop, kneel, and use hands and fingers to operate a computer and telephone keyboard reach;
- Specific vision abilities required by this job include close vision requirements due to computer work;
- Light to moderate lifting (up to twenty pounds) is required;
- Ability to uphold the stress of assisting patients of diverse backgrounds;
- Regular, predictable attendance is required.

WORKING/ENVIRONMENTAL CONDITIONS:

Work is normally performed in a typical health clinic work environment which may or may not subject the employee to hazardous or unpleasant elements, noise, crowds, confined/restricted but fire hazard approved desk spaces/rooms, and varying temperatures at the clinic. There may be occasional off-site/outdoor assignments with exposure to heat/cold, wet/humid, dry/arid airs, or temperatures.

HOPE Clinic is a smoke-free and drug-free workplace in compliance with federal guidelines.

Acknowledgment

I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with HOPE Clinic.

Employee Signature

Date

Printed Name