

# PHYSICIAN

## Anderson Valley Health Center, Inc. Job Description

EXEMPT: Y

Dec. 6, 2016

SUPERVISOR: Chief Medical Officer

SUMMARY: This position reports to the Chief Medical Officer and provides primary health care services to patients. The Physician is a participant in and a leader of the health care team, which works to support the health and care of patients at AVHC.

<b>ESSENTIAL DUTIES AND RESPONSIBILITIES:</b>
<b>Qualifications:</b>
1. Supports the Mission of Anderson Valley Health Center.
2. Possession and maintenance of valid license issued by the Medical Board of California or the Osteopathic Medical Board of California to practice medicine.
3. Completion of an accredited residency program.
4. Maintenance of ongoing competence through Continuing Education and certification and maintenance of Board Certification, if applicable.
5. Possession and maintenance of valid current federal DEA certificate.
6. Current certificate of training in American Heart Association or equivalent: ACLS, highly recommended; BLS required.
7. Local hospital privileges (recommended but not required).
8. Ability and experience in working with culturally and linguistically diverse and underserved populations, work with migrant and seasonal farm workers a plus.
9. Willingness and ability to follow clinic policies and procedures, as well as local, state, and federal requirements, regulations, and statutes.
10. Experience with electronic medical records, charting and E-Clinical Works a plus
11. Prefer Bilingual (Spanish) skills.
12. Experience with team-based quality improvement strategies such as LEAN, Kaizen, Six Sigma a plus
13. Demonstrates leadership and takes initiative on new areas of interest
<b>Duties:</b>
1. Provides quality outpatient primary care to patients of Anderson Valley Health Center, in accordance with standard medical practice.
2. Completes all electronic and paper documentation, including but not limited to patient charts, referrals, med requests, in an accurate, complete, and timely fashion, per clinic policies.
3. Participates in the team based clinic quality improvement program, including peer review and improvement projects as requested/assigned, LEAN workgroups etc.
4. Represents Anderson Valley Health Center and its services to area residents and to Mendocino County physicians and other health professionals.
5. Works hours and schedules as assigned.
6. Demonstrates leadership of the medical team, actively working to improve the quality of care provided at AVHC

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7. Participates in provision of after-hour coverage for patients of Anderson Valley Health Center as well as on-call hours during non-clinical time.
8. Conducts hospital (social) rounds, home visits, care team visits as appropriate.
9. Provides participation in, and leadership to, the clinical team, including consultation to mid-level providers, support and assistance to nursing and other support staff.
10. Participates in scheduled meetings as needed. Takes initiative to raise issues through designated pathways.
11. Cooperates with Clinic Administration to meet goals of the organization.
<b>PHYSICAL REQUIREMENTS</b>
1. Must be able to lift up to 40 pounds and push up to 100 pounds (on wheels).
2. Must be able to hear staff on the phone and those who are served in-person, and speak clearly in order to communicate information to clients and staff.
3. Must be able to have vision which is adequate to read memos, a computer screen, registration forms and other clinic documents.
4. Must have high manual dexterity.
5. Must be able to reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouching, reaching, kneeling, twisting/turning, fingering and feeling.
<b>CITIZENSHIP:</b>
<b>PROFESSIONAL RESPONSIBILITY &amp; COURTESY:</b>
1. Understands and supports AVHC Mission Statement.
2. Maintains knowledge and understanding of AVHC's Policies and Procedures
3. Represents AVHC and the management of AVHC in a professional and positive manner to staff and the general public.
4. Removes barriers for those who have difficulty dealing with systems and processes.
5. Acts in a professional and ethical manner while performing duties listed in this job description.
6. Establishes and maintains an effective working relationship with medical, dental, behavioral health, administrative, clerical, and management staff, as well as community resource agencies.
7. Ability to work under mental and physical strain and physically able to perform assigned duties, which may include CPR.
<b>COMMUNICATION:</b>
1. Asks appropriate questions when necessary.
2. Able to communicate in writing in a clear and concise manner.
3. Listens without judgment responding appropriately to patient's needs.
4. Ability to communicate with empathy and compassion to all patients.
5. Effective communication with other community health care providers or entities.
6. Uses professional phone etiquette.
<b>FLEXIBILITY/TEAM WORK:</b>

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1. Ability to coordinate efforts with co-workers when needed.
2. Works independently and responsibly with self-initiation.
3. Willing to accept new tasks or relinquish tasks when directed.
4. Personal activity occurs primarily during personal break periods.
5. Leads, Observes and responds to co-workers needs for support or assistance
<b>HEALTH AND SAFETY:</b>
1. Respects work environment.
2. Reports potential safety hazards.
3. Understands and adheres to clinic policies and procedures.
4. Understands and adheres to infection control, safety and compliance policies and procedures.
5. Handles and operates clinic equipment in a safe and responsible manner.
<b>CUSTOMER SERVICE:</b>
1. Demonstrates ability to answer patient inquiries and direct patient to appropriate resource within the Clinic.
2. Shows and fosters respect and appreciation for each person whatever that person's background, race, age, gender, disability, values, lifestyle, perspectives or interests.
3. Is culturally sensitive to the needs of our diverse population, does not impose values, rather works with patients to understand underlying causes to illness and provide a holistic approach to wellness that is tailored to the culture of our clients.

SUPERVISOR: Chief Medical Officer

LINE OF PROMOTION: N/A

POSITION:  Fulltime  Part-time

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_