



HHM Health Position Description

POSITION:	Pediatrician
DEPARTMENT:	Pediatrics
JOB CODE:	
PAY RANGE:	
FLSA STATUS:	Exempt
REPORTS TO:	Chief Medical Officer

PURPOSE OF THE POSITION:
Under the direction of the Chief Medical Officer (CMO), delivers primary care commensurate with training to patients of HHM
SCOPE AND MAGNITUDE:
Delivers care appropriate for an out-patient, primary care community health center with multicultural, multilingual patient population.
POSITION FUNCTIONS:
<ul style="list-style-type: none"> ▪ Perform direct patient care duties. ▪ Examines, diagnoses and treats patients of all ages. ▪ Referral of patients that require services beyond the services that are offered at HHM ▪ Referral of HHM patients to other providers if the patients requires services beyond the referring provider's scope of practices ▪ Care for patients referred by other providers for primary care services. ▪ From time to time, provide in-service training for staff in selected topics as deemed necessary by the CMO. ▪ Completes medical charts after each visit according to the problem-oriented medical records system. If not feasible, to comply with HHM's policy and procedures regarding chart completion. ▪ Adhere to HHM's policy and procedure regarding management of lab results, diagnostic imaging results and after-hours calls. ▪ Assists in internal quality control audits. ▪ Provides quality medical care according to standards established by the providers specialty and by HHM's committee on quality assurance. ▪ Provide supervision to physician assistant(s) or nurse practitioner(s) assigned to the provider by HHM up to the number of mid-level providers allowed by the Texas State Board. The provider's responsibilities will include, but will not be limited to chart view and co-signing of mid-level provider charts. ▪ Guides medical assistants, lab personnel, and other health care professionals in area of specific support services for patient care delivery. ▪ Attends internal and external meetings, workshops, and conferences required by HHM ▪ Participates on task forces or committees, as necessary and/or required by HHM ▪ Performs all duties and services in full compliance with HHM's policies and protocols. ▪ Provides medical orders for prescription refills, administration of medications, ancillary testing, and/or referrals. ▪ Administer appropriate contraceptive methods. ▪ Provide follow-up exams, problem revisit exams, and pregnancy assessment. ▪ Provide referrals to other agencies and medical resources for evaluation/follow-up or treatment; responsible for follow-up of referrals made. ▪ Act as resource person for other staff on medical matters; keep informed of current developments; may assist in training new staff, students. ▪ Work towards agreed personal and service objectives, with freedom to establish how to meet these within a broad framework. ▪ Reviews ancillary test results and coordinates notification to the patient. ▪ Provides patient education as needed. ▪ Remain accessible to patients personally, electronically, or through clinical staff to answer questions and relay information regarding their care.

- Completion of appropriate paper work to comply with insurance and reimbursement guidelines.
- Completion of all documentation and paperwork in a timely manner
- Works closely with the Chief Medical Officer to provide leadership and medical direction for the clinic and clinical staff.
- Attends all staff, retreats, clinical, board or other special meetings as requested by HHM.
- Represent HHM at functions as requested.
- Remain abreast of current clinical practices/guidelines of the provider's specialty.
- Adheres to HHM's policy and procedures regarding assignment of duties to other clinical staff members.
- Avoid same day clinic cancellation.
- Obtains approval from CEO or CMO before cancelling, or instructing any HHM staff member to cancel, a provider's appointments
- Other duties or responsibilities as assigned by the CMO

SUPERVISION OF PERSONNEL:

<u>TITLE OF DIRECT REPORTS</u>	<u>EXEMPT</u>	<u>NONEXEMPT</u>
N/A		

WORKING RELATIONSHIPS:

Will interact both internally and externally with a variety of people, including but not limited to: Executives, leadership and other coworkers, HHM office administrators or assistants, clinic staff; general public including patients and their relatives or support

KNOWLEDGE AND SKILL REQUIRED:

EDUCATION: Doctor of Osteopathic Medicine or Medicine degree with board certification required.

EXPERIENCE (and other qualifications):

- Must possess a current unrestricted license to practice Medicine in the State of Texas
- Annual continuing medical education as required by Board specialty
- Must be registered and have current DEA, DPS and other such certificates to legally operate as a practitioner in the State of Texas
- Hospital privileges at designated area hospitals if required for specialty
- Experience with low-income populations, Medicaid, Medicare, in a community health clinic setting is desirable

COMMUNICATION SKILLS: Must possess the ability to read, analyze and interpret general publications. Ability to effectively present information and respond to questions from groups of managers, coworkers, patients and providers. Ability to respond to common inquiries or complaints from patients, regulatory agencies or members of the community.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING SKILLS: 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

PREFERRED REQUIREMENTS:

- Can demonstrate effective customer relation skills, working with diverse groups in a stressful environment, displaying an understanding of group dynamics and dealing with stress effectively.
- Can plan, lead, organize and direct.
- Can demonstrate strong organizational skills and effective use of time. Is astute at analyzing and solving problems and can demonstrate the ability to build consensus.
- Can demonstrate ability to coach and direct staff and handle sensitive situations.
- Can demonstrate the following objectives in all interactions with patients, providers and staff: A positive professional manner that reflects favorably on health center image. An educated approach to answering

questions and informing others of policies, procedures and decisions. A firm, confident responsiveness in making decisions.

- Capable of observing, receiving and otherwise obtaining information from all relevant sources then analyzing information/evaluating results to choose the best solution and solve problems

SOFT SKILLS:

- Knowledge of current social and economic problems pertaining to public health and their impact of primary health care.
- Cognizant of the prevalent stressors and their impact on both the professional provider and the patient population within Healing Hands Ministries, the community, and all of HHM clinical settings.
- Ability to work with other health care professionals from a variety of disciplines to achieve maximal productivity and program effectiveness while continuously promoting the growth and development of fellow professionals, exercising appropriate supervisory control and displaying good work judgment.
- Organized, dependable and a team player;
- Attention to detail and a have high sense of urgency;
- Must display good judgment, maintains confidentiality, sound decision-making, and be able to work independently, as needed;
- Flexible, adaptable and a high level of initiative;
- Able to establish and maintain interpersonal relationships;
- Work in a fast-paced environment and display strong customer service skills

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

- Works indoors with a variety of office equipment in the clinic and exam/procedure rooms that include well-lighted, well-ventilated, and adequate space. Frequent exposure to communicable diseases, bodily fluids, toxic substances, and other conditions common to working in a primary care setting. May be exposed to strains and injuries from patients and equipment
- Required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; extensive reading; inspecting and observing information on a computer screen
- Must have hand/finger dexterity in order to fulfill functions of the role re: general medicine including vaccinations, physical exams, and more complex procedures with adults and children
- Remains stationary at least 85% of the time; Must be able to move around the office up to 15% of the time to make copies, fax, file, etc.; Occasionally lifts and carries items weighing up to 25 pounds. Occasional stressful situations and irregular hours.
- Must be able to communicate clearly to coworkers and patients both in-person and over the telephone.
- This position requires constant communication and exchange of information with HHM employees, clients, vendors, providers and/or contractors

EFFECTIVE DATE: OCTOBER 2021

Healing Hands Position Description Acknowledgement

Title: PHYSICIAN

- I have reviewed this job description and I understand all my job duties and responsibilities.
- I am able to perform the essential functions as outlined.
- I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.
- If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources staff.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I have discussed any questions I may have had about this job description prior to signing this form.

Employee's Signature

Date

Employee's Name (please print)