

COMMUNITY HEALTH PARTNERS, INC.

Community Health Partners (CHP) believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor CHP to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

Position Title: Family Practice Physician
Position Status: Exempt
Effective Date: 4/2019
Reviewed By: Medical Director

POSITION SUMMARY:

Functions as a member of the primary health care team under clinical supervision of the Medical Director and general supervision of the Clinic Director. Provides professional level primary health care.

POSITION RESPONSIBILITIES:

1. Works as a team member to provide patient care in the clinic setting with the primary role of assessment, diagnosis, and treatment. Incorporates principles of primary preventive care for individuals and families. Works collaboratively with team members such as nurse, MA, administrative generalist, resource coordinators, Behavioral Health Specialists etc. to enhance patient health education, provide information, teach, arrange referrals and/or encourage compliance, as appropriate.
2. Performs physical and psychosocial assessment, diagnosis and treatment based on established protocols as well as individual judgment. Assesses teaching opportunities and provides health education as an integral part of all patient interactions. Provides instruction and counseling to individuals, families and groups in the areas of health promotion and maintenance, involving such persons in planning their health care, in conjunction with the resource coordination staff. Involves team members as appropriate to promote and support wellness and disease prevention.
3. Serves as a channel of communication among the community, patients, providers, and local hospitals. Participates in a partnership between the local medical community and local agencies to identify health care delivery issues. Attends board, Livingston Healthcare Medical Staff, and Bozeman Health Family Practice Committee meetings periodically as requested.
4. Participates in quality assurance activities as directed. Works in collaboration with other health care team members and community agencies to provide appropriate, cohesive services to individuals and families.

5. Participates in problem solving and Continuous Quality Improvement (E2) and risk management activities by applying LEAN principles, engaging in Patient Centered Medical Homes and Meaningful Use recognition programs and working to implement patient centered communication skills.
6. Document all patient visits in the interest of the patient – primarily for the overall record of the development of a treatment plan. Documentation should be based on Medical Record and primary health care standards and be completed by the end of the sixth day after the visit.
7. Maintains appropriate clinical measures while caring for panel with an average of 16 visits per shift using a patient-centered, collaborative approach.
8. Maintains expertise in family practice through continuing education.
9. Furthers the mission of CHP through active support of the strategic goals.
10. Oversees care of mid-level providers, with a direct oversight role of physician assistants as required by Medical Director. Also actively work to teach and oversee health professions students during rotations through clinic sites.
11. If assigned to CHP Livingston, round on inpatients at Livingston HealthCare and participate in Pediatrics call per agreement with Livingston Healthcare as part of community medical norms, and round on CHP patients in nursing homes. Maintain ACLS & PALS certification. If assigned to CHP Bozeman, round on CHP patients in nursing homes.
12. Understands and adheres to HIPAA regulations.

Additional Responsibilities:

1. Recognize and triage to the ER life-threatening conditions or those beyond the scope of the outpatient practice setting.
2. Conduct self in a professional manner and manage conflict quickly, directly, and respectfully.
3. Perform routine therapeutic procedures normally ascribed to a Family Physician.
4. Make reasonable attempts to assist the organization in covering additional shifts in times when a CHP clinic would otherwise have to close due to the absence of a medical provider.
5. Ability to report to work as scheduled and work a flexible schedule when needed which may include travel to other sites.

ESSENTIAL PHYSICAL REQUIREMENTS

Requires some physical exertion such as bending, lifting, and holding children weighing up to 30 pounds. Requires manual dexterity to perform skills listed in “additional requirements”. Requires ability to hear heart and lung sounds. Requires ability to see to perform physical assessments and interventions.

| | Occasionally (1%-33% of day) | Frequently (34%-66% of day) | Continuously (67%-100% of day) |
|--|---|--|---|
| Sitting | | X | |
| Standing | | X | |
| Walking | X | | |
| Speaking/Heari ng | | | X |
| Seeing/Ability to distinguish colors | | | X |
| Hand/Wrist Work (ie. Keyboarding) | | | X |
| Pushing/Pulling | | X | |
| Fine Manipulation | | X | |
| Grasping | | X | |
| Reaching | | X | |
| Bend | X | | |
| Kneel | X | | |
| Squat | X | | |
| Climb | X | | |
| Lift 1-10 lbs | X | | |
| Lift 11-20 lbs | X | | |
| Lift 21-50 lbs | X | | |

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.

Skills and Attitudes:

1. Experience working with limited resource population
2. Ability to work with grace under pressure
3. Ability to work in a team and to share responsibilities and duties
4. Ability to resolve interpersonal conflict in a straightforward and timely manner
5. Ability to set priorities, be organized, and be a self-starter
6. Ability to be friendly, empathic and an adept communicator
7. Ability to treat both staff and patients with respect
8. Ability to efficiently navigate technology
9. Ability to gracefully accept and respond to feedback
10. Bilingual English/Spanish desirable.

QUALIFICATIONS

1. BLS certification.
2. Graduate of an accredited US or foreign medical school.
3. Graduate of an accredited family practice residency program.
4. Licensed as an MD or DO in the state of Montana; board certified in family practice.

I have read the job description above and had any questions answered.

Name: _____ Date: _____