

**JOB TITLE:** Physician

**CLASSIFICATION:** Exempt

**REPORTS TO:** CMO

**JOB SUMMARY:** The physician is responsible for the maintenance of health and the care and treatment of EJFHC patients. The physician renders professional care and treatments at the East Jordan Family Health Center. While the physician holds full responsibility for medical judgment, he/she will work in close cooperation with the medical director for clinical matters and the administrator for administrative matters.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Fulfill all requirements as detailed in individual contracts.
- Practices medicine within the guidelines outlined in the principles of practice part of “Quality of Care”, and quality assurance protocol.
- Participates in the development of the health care plan. Assists in implementing the health care plan.
- Must practice universal fluid precautions.
- Participates in quality assurance and agrees to follow its protocols and directives.
- Develops a plan of care for each patient, including a complete medical history, a physical examination, diagnosis of the causes of injuries and illnesses, appropriate treatment and/or referral, and hospital visitation when necessary.
- Stresses medicine within the guidelines of his/her specialty, however, agrees to see patients outside of his/her specialty when on call, in case of emergency, or other situations as determined by the medical director.
- Takes assignments outside of the EJFHC as determined necessary by the medical director.
- Orders immunization of patients against communicable diseases.
- Confers with consulting physicians, nurses, patients, and patients’ relatives concerning treatment and care of patients where appropriate and with signed releases of information when necessary.
- Refers those cases which require specialist services, but will maintain responsibility for assuring that those services are required.
- Teaching/Mentoring students
- Provide clinical coverage as needed.
- Provide customer service in accordance with health center mission
- Maintain confidentiality in accordance with policy and procedure and HIPAA requirements

**WORK ENVIRONMENT:** This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**PHYSICAL REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires frequent sitting, occasional bending and stooping, occasional lifting, frequent walking and standing, and occasional reaching forward and overhead. It also requires frequent repetitive arm and finger movements on a computer keyboard. May occasionally have to lift patients, office equipment or reams of paper, usually not exceeding fifty (50) pounds.

**HOURS OF WORK:** Established with supervisor

**REQUIREMENTS:**

**EDUCATION:**

Completion of a program of training from a school of medicine or osteopathy and State of Michigan licensure as a medical doctor or doctor of osteopathy. Completion of residency program and board certification is required. Periodic participation in administrative training is required.

**EXPERIENCE:**

Family Practice experience preferred

**OTHER REQUIREMENTS:**

- Proficiency in medical diagnosis and treatment
- Ability to accept primary responsibility for emergency and routine medical care
- Use of electronic medical records

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

East Jordan Family Health Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, East Jordan Family Health Center complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

East Jordan Family Health Center expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of East Jordan Family Health Center's employees to perform their job duties may result in discipline up to and including discharge.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

BOARD APPROVED DATE: 9/1/16