



JOB TITLE: FAMILY MEDICINE PHYSICIAN
REPORTS TO: Medical Director
DATED: Revised February, 2017
EMPLOYMENT STATUS: Exempt

POSITION SUMMARY:

Responsible for ensuring that high quality primary health care services are delivered and documented in accordance with KCHC policies and procedures, state and federal regulations, and professional standards of practice as detailed in the employment agreement.

A. ESSENTIAL JOB FUNCTIONS:

As an integral member of the KCHC Healthcare Team, acts as a leader of the primary care team in the provision of health services to individuals, families, and/or their communities. Works collaboratively with patients and their caregivers—to the extent preferred by each patient—to accomplish shared goals within and across settings to achieve coordinated, high-quality care. Provides ongoing guidance, support, and education to other members of the KCHC Healthcare Team as it pertains to ensuring effective, quality primary care for KCHC patients and their families.

1. Fulfills all duties and responsibilities of a medical provider by delivering clinical care to health center patients in accordance with current standards of care, KCHC policies and procedures, and standard operating procedures.
2. Provides on-call coverage for inpatient admissions and obstetrical deliveries for KCHC patients.
3. Evaluates and treats KCHC patients scheduled for outpatient clinic care.
4. Maintains current knowledge of and practices within all applicable State, Federal, and local laws and regulations governing the practice of a Physician in the State of Alaska.
5. Maintains current, accurate, and legible documentation for all patient visits in the patients' electronic health record.
6. Actively participates in all regular peer review and quality assurance activities.
7. Participates in patient education and health promotion efforts to help increase community awareness of the health center's services, healthy lifestyles chronic care management.
8. Demonstrates flexibility as a member of the KCHC healthcare provider team, willingly adjusts work schedule to accommodate KCHC's business needs, and to facilitate other provider schedule requests.
9. Attends CME opportunities directly related to KCHC clinical practice.



10. KCHC is a Federally Qualified Health Center whose clinicians are eligible for Federal Tort Claims Act malpractice claims protection. Employee agrees to follow all requirements to maintain this eligibility.
11. Other duties as assigned by the Medical Director and/or Executive Director/CEO.

B. MISSION STATEMENT

Our Mission is: *To provide high quality, comprehensive primary and preventive health care services.*

Employee upholds and supports our mission statement by demonstrating the Employee Behavior Expectations as outlined below.

C. EMPLOYEE BEHAVIORAL EXPECTATIONS

KCHC is a place where kindness and respect are our guiding principles. The following behaviors demonstrate our commitment to honoring those principles in our everyday work lives.

As a KCHC employee, I pledge to:

1. Appearance:

- a. Maintain a professional personal appearance and abide by the dress code at all times while working for and representing KCHC
- b. Demonstrate a positive affect

2. Attitude:

- a. Acknowledge clients, and maintain appropriate eye contact
- b. Always be welcoming, kind, courteous, respectful and helpful to clients and co-workers alike
- c. Express gratitude often

3. Respect:

- a. Always treat patients as if they were treasured family members
- b. Always treat colleagues in a respectful manner
- c. Celebrate and respect diversity in culture, life style, points of view, and belief systems

4. Ownership/Accountability:

- a. Act as a member of the KCHC Healthcare Team in the provision of health services to individuals, families, and/or their communities. Work collaboratively with patients and their caregivers—to the extent preferred by each patient—as well as with other members of the KCHC Healthcare Team to accomplish shared goals within and across settings to achieve coordinated, high-quality care.
- b. Act as an ambassador representing KCHC
- c. Anticipate and consistently exceed customer/patient needs and expectations
- d. Understand and willingly accept all appropriate job responsibilities
- e. Demonstrate a proactive, positive approach to problem solving

5. Communication:

- a. Always acknowledge patients and their family members using their preferred names
- b. Keep patients and their families fully informed throughout their visit
- c. Always maintain patient confidentiality and respect patient and co-worker privacy
- d. Utilize kind and respectful telephone and email communication



- e. Demonstrate positive and proactive communication skills including active listening.
- f. To speak respectfully, complain rarely, and actively participate in finding solutions that benefit everyone involved!
- g. Recognize and celebrate random acts of kindness

D. ESSENTIAL JOB QUALIFICATIONS

1. **Education:** Must be a graduate of an accredited School of Medicine or Osteopathy. Board Certification or eligibility in Family Medicine or Internal Medicine is also required.
2. **Experience:** A minimum of one year of post-graduate medical education training (internship with residency), with experience providing direct patient care is required.
3. **Licensure/Certification:** Must be licensed as a Doctor of Medicine (M.D.) or Doctor of Osteopathy (D.O.) in the state of Alaska and must maintain a current and valid medical license at all times. Basic Life Support Certification (BLS), Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS) and Neonatal Resuscitation Program (NRP) are required and must be current.
4. **Other Qualifications:**
 - a. Communication:
 - (1) Ability to effectively communicate, verbally and in writing, with all levels of staff personnel.
 - b. Collaboration:
 - (1) Team-oriented and able to work collaboratively with staff.
 - c. Strong problem-solving and time-management skills.
 - d. Ability to work independently in a fast-paced, medical office environment with frequent interruptions, public contact, and occasional crisis situations.
 - e. Ability to maintain strict confidentiality with sensitive medical information and foster an ethical work environment.
 - f. Ability and willingness to carry out responsibilities in accordance with the organization's policies and applicable laws.
 - g. Cultural Competence:
 - (1) Demonstrates complete understanding and responds effectively with sensitivity to special populations served by KCHC. Special populations include, but are not limited to, those defined by race, ethnicity, language, age, sex, sexual orientation, economic standing, disability status, migrant, homelessness, seasonal workers, and the uninsured.
5. **Attendance:** Regular attendance and punctuality is expected and required.
6. **English Language:** Must be able to read, write, and speak English.
7. **Hospital Privileges:** Must be eligible for, and maintain full hospital admitting privileges.



IN AN 8 HOUR WORKDAY, THIS JOB REQUIRES:

| | | | |
|----------|---|--------------|------------------------------------|
| C | = | Continually | (5½ to 8 hours per day) |
| F | = | Frequently | (2½ to 5½ hours per day) |
| O | = | Occasionally | (½ to 2½ hours per day) |
| R | = | Rarely | (less than ½ hours per day) |
| N | = | Never | (0 hours per day) |

| I. LIFTING/CARRYING (Amount of force exerted to lift and/or carry) | |
|--|---|
| 1 – 10 lbs. | F |
| 11 – 20 lbs. | O |
| 21 – 35 lbs. | O |
| 36 – 50 lbs. | R |
| 51 – 75 lbs. | R |
| 76 – 100 lbs. | R |

| II. PUSHING/PULLING (Amount of force exerted to push and/or pull) | |
|---|---|
| 1 – 10 lbs. | F |
| 11 – 20 lbs. | R |
| 21 – 35 lbs. | R |
| 36 – 50 lbs. | R |
| 51 – 75 lbs. | N |
| 76 – 100 lbs. * | N |

* If over 100 lbs.: must have assisting personnel and appropriate moving equipment.

| III. POSTURES/MOVEMENTS | |
|---|---|
| Sitting | C |
| Standing | F |
| Walking | F |
| Stooping, kneeling, crouching and/or crawling | R |
| Reaching and/or grasping | R |
| Hand/finger dexterity | C |
| Climbing and/or balancing | R |
| Carrying, pushing and/or pulling | R |

| I. COGNITIVE/SENSITIVE | |
|---|---|
| Talking | C |
| Hearing | C |
| Sight (addendum: acuity, color blindness) | C |
| Smelling/tasting | N |

| II. WORK ENVIRONMENT | |
|--|---|
| Working inside | C |
| Walking outside | N |
| Changing temperatures | N |
| Wet/Humid Conditions | R |
| Areas of dust, odors, mist, gases or other airborne matter | R |
| Mechanical, electrical and/or other hazards | N |
| Confined spaces | N |

| III. OTHER ASPECTS | |
|--|---|
| Biohazardous Materials (Always follow Universal Precautions) | F |
| Chemicals | R |

| IV. Special Equipment/Clothing | |
|---------------------------------------|---|
| Personal Protective Equipment | O |

The above is intended to describe the general content of, and requirements for, the performance of this job. It is not intended to be construed as an exhaustive statement of duties, responsibilities or requirements.



This Job Description reflects Kodiak Community Health Center’s best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract.

Your signature below indicates that you have read this job description and fully understand your essential job functions, essential job qualifications, and your agreement to comply with all Employee Behavioral Expectations.

Employee Printed Name: _____ Date: _____

Employee Signature: _____

Supervisor Printed Name: _____ Date: _____

Supervisor Signature: _____