



BAY CLINIC INC

Family Practice Physician

Department: Medical

FLSA Status: Exempt

Grade/Level:

Job Type:

Work Schedule:

4/10 hour days or 5/8 hour days

Job Status: Full Time

Reports To: Medical Director

Amount of Travel Required: None

Positions Supervised: Patient Care Team Members

POSITION SUMMARY

Diagnose, treat, and help prevent diseases and injuries that commonly occur in the general population.

ESSENTIAL FUNCTIONS

Essential Functions Statement(s)

- Prescribe or administer treatment, therapy, medication, vaccination, and other specialized medical care to treat or prevent illness, disease, or injury.
- Order, perform and interpret tests, and analyze records, reports and examination information to diagnose patients' condition.
- Monitor the patients' conditions and progress and re-evaluate treatments as necessary.
- Collect, record, and maintain patient information, such as medical history, reports, and examination results.
- Explain procedures and discuss test results or prescribed treatments with patients.
- Advise patients and community members concerning diet, activity, hygiene, and disease prevention.
- Refer patients to medical specialists or other practitioners when necessary.
- Direct and coordinate activities of nurses, students, assistants, specialists, therapists, and other medical staff.
- Coordinate work with nurses, licensed clinical social workers, pharmacists, psychologists and other health care providers.
- Leads a Care Coordination Team that actively manages assigned panel of chronic care patients (high acuity).

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Adaptability - Ability to adapt to change in the workplace.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Autonomy - Ability to work independently with minimal supervision.
- Communication, Oral English - Ability to communicate effectively in English.
- Communication, Written English - Ability to communicate in writing clearly and concisely in English.
- Conceptual Thinking - Ability to think in terms of abstract ideas.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Decision Making - Ability to make critical decisions while following company procedures.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Empathetic - Ability to appreciate and be sensitive to the feelings of others.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Judgment - The ability to formulate a sound decision using the available information.

- Leadership - Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- Motivation - Ability to inspire oneself and others to reach a goal and/or perform to the best of their ability.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Self Confident - The trait of being comfortable in making decisions for oneself.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.
- Tolerance - Ability to work successfully with a variety of people without making judgments.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

SKILLS & ABILITIES

Education:	Doctorate: Required
Experience:	3 plus years of experience
Computer Skills:	Experience in Microsoft Windows environment preferred. Ability to competently utilize EMR to complete daily tasks.
Certifications & Licenses:	Hawaii state license and current Health Care Provider CPR certification. Board Certified or eligible in Family Medicine, Internal Medicine or Pediatrics preferred.
Other Requirements:	Community Health Care Clinic or similar community outpatient care experience preferred.

PHYSICAL DEMANDS

N (Not Applicable)	Activity is not applicable to this position.
O (Occasionally)	Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands		Lift/Carry	
Stand	F	10 lbs or less	F
Walk	F	11-20 lbs	O
Sit	F	21-50 lbs	O
Manually Manipulate	O	51-100 lbs	N
Reach Outward	O	Over 100 lbs	N
Reach Above Shoulder	O		
Climb	N	Push/Pull	
Crawl	N	12 lbs or less	O
Squat or Kneel	O	13-25 lbs	N
Bend	O	26-40 lbs	N
		41-100 lbs	N

Other Physical Requirements

- Sense of Sound - Hear from stethoscope
- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE) - Gloves, gown and face shield

WORK ENVIRONMENT

Health clinic environment with possible exposure to airborne pathogens.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

