



**CHINESE  
HOSPITAL  
& CLINICS**

## **JOB DESCRIPTION**

**Job Title:** Family Medicine or Internal Medicine, Primary Care Clinician  
**Department:** Health Services Clinic  
**Reports to:** Medical Director  
**Status:** Exempt

### **Position Summary:**

Works as a clinician and provides direct patient care with other healthcare professionals as they relate to outpatient medical care at one of our four clinics. The clinician adheres to the adequacy and appropriateness of medical care provided to clinic patients. Represents clinic health services in community relationships and provides assistance in the growth of the clinic.

### **Essential Duties and Responsibilities:**

Based on 40 hours per week, with Saturday rotation. One weekday off in lieu of the Saturday worked.

- Assists with the medical care of patients at the Health Services clinic.
- Serves as a clinician and medical practitioner for the clinics.
- Works with nurse practitioners, physician assistants, and medical assistants as needed.
- Complies with all clinic policies, procedures and guidelines designed to ensure the provision of adequate, comprehensive care.
- Communicates with the Medical Director and Clinic Managers, regarding policies, standards and specific patient problems.
- Supervise midlevel practitioners.
- Serves as a member of the organized medical staff, attends medical staff meetings and ensures adherence to the medical staff bylaws, rules, and regulations.
- Participates in the development and implementation of educational programs with the clinic staff and the community.
- Participates in performance improvement and patient experience programs.
- Follows Hospital and Department policies and procedures at all times, including but not limited to: Administrative Manual, Environment of Care, Human Resources, Infection Control, Corporate Compliance, Code of Ethics, etc.
- Attend, actively participate and complete in-services, training classes, mandatory classes, seminars/workshops, staff meetings, exercises and drills; reads all department communication and assigned materials.
- Customer Service – Provides excellent customer service and shows compassion to all patients, visitors and co-workers. Seeks feedback to ensure all needs are met. Anticipates and recognizes the concerns of others, even if those concerns are not openly expressed.
- Accepts and performs other duties as assigned.

### **Values/Core Competencies:**

- **Integrity** – We adhere to a code of values and make commitments that contribute to the welfare of our community.
- **Respect** – We seek to create a community within our organization that enhances self-worth of individuals working with us and for our patients. The dignity and respect shown to employees by management and by their fellow staff will be the model for caring for our patients. Management is committed to treating employees fairly, honestly and with respect. In return, management expects a commitment from employees to the values of the organization and its work on behalf of the community.
- **Empowerment** – we are committed to action and expect all employees to be proactive in decision making and problem solving. We delegate authority to match responsibility, expecting decision making to occur as close to the customer as possible.
- **Team Work** – We believe that quality, cost effective, compassionate care can only be provided through team work. The nature of our work and mission require sensitivity to the feelings and points of view of many. We work for the good of the team, are accountable for the results of the team and together share our successes or failures. We maintain an atmosphere of openness, honesty and trust.
- **Accountability** - We accept personal responsibility for our actions and take ownership of our results. We as individuals recognize achievement and are challenged to improve our performance by providing and accepting coaching and feedback.
- **Quality Improvement** – We will improve value through the process of continuous quality improvement with focus on the relationship between quality and cost. We have a sense of urgency in our search to find better ways of doing everything. We encourage others to try new ideas and measure and recognize results. We are willing to change the status quo to improve.
- **Community collaboration and Benefit** – We will collaborate within the limits of our resources with other agencies and providers to address the health care wellness needs of our community, recognizing that access to services must be made available regardless of an individual's ability to pay.
- **Prudent use of resources** – We will use and maintain our assets and resources prudently in order to meet community expectations. Our organization requires an overall positive return on investment to carry out its mission and to invest in new programs, equipment and facilities. We believe that integration simplifies and improves the process of health care and is a means of achieving economies of scale which will ultimately reduce costs. We seek simplification in the process of patient care and the efficient use of our resources in a changing environment.

### **Qualifications:**

#### **Required**

- Currently licensed to practice medicine in the State of California
- Family Practice or Internal Medicine
- Current Board Certification or board eligible accepted if within one year of residency graduation.
- Current Drug Enforcement Administration Registration.
- BLS certification
- Ability to communicate effectively in English, both verbally and in writing.
- Ability to communicate effectively in Chinese (Cantonese) preferred.

- Excellent interpersonal skills.
- Excellent writing and presentation skills.
- Additional languages (Mandarin, Taiwanese) a plus.
- Computer skills needed for Electronic Medical Records.

Preferred

- Administrative experience a plus.
- Knowledge of community resources and cultural needs.

**Physical Requirements:**

While performing the duties of this job, staff is regularly required to sit, stand, walk, talk and/or listen. He/she uses his/her hands to do computer work, write reports, do equipment set-up/cleaning/storage, clerical support, etc. He/she will be using the phone frequently. Good vision is needed to be able to read schedules, enter accurate data, etc. He/she must have good general health and demonstrate emotional stability so as to carry out the above-enumerated duties.

- Able to lift up to 30 pounds
- Use proper body mechanics when handling equipment
- Standing, walking and moving 50% of the day

**Compliance Requirements:**

Complies with Chinese Hospital Compliance Handbook including Code of Ethics and all statutes, regulations, guidelines applicable to federal and state programs. Responsibilities include, following the guidelines and reporting suspected violations of any statute, regulations, agreements or guidelines applicable to all healthcare programs.

I have read and understand the duties, responsibilities, and expectations pertaining to the position of Clinic Physician. I understand that this job description is intended to describe the general nature and level of work performed. It is not intended to serve as an exhaustive list of all duties, skills and responsibilities required. I have been allowed to clarify and ask questions about this job description.

**Compensation and Benefits:**

This is an employed position and includes salary and bonus, paid time off, educational leave, malpractice insurance, retirement, health care coverage, medical staff privileges covered for other hospitals and other competitive benefits provided. Salary dependent upon experience.

<b>Employee Name:</b>	<b>Employee Signature:</b>
<b>Date:</b>	
<b>Manager Name:</b>	<b>Manager Signature:</b>
<b>Date:</b>	