



Tiburcio Vasquez Health Center, Inc.

33255 Ninth Street, Union City, California 94587

Administration: (510) 471-5907 Appointments: (510) 471-5880 Fax: (510) 471-9051

JOB DESCRIPTION

JOB TITLE:	Staff Physician / Pediatrician
REPORTS TO:	Medical Director
DEPARTMENT:	Clinical Services
STATUS:	Regular, Full-time, Exempt
BENEFITS:	Full
UNION:	Yes

GENERAL DESCRIPTION

As part of a multi-disciplinary team of healthcare providers under the leadership of the Medical Director, the staff physician works to achieve organizational goals of Tiburcio Vasquez Health Center through the delivery of primary care services at a patient-centered environment. The staff physician works in a collaborative effort across all departments to remove barriers for accessing healthcare. The staff physician must incorporate health center policies (including quality assurance) into their clinical practice to provide quality care commensurate with training and licensure. Position also provides oversight of clinical support staff (i.e. Midlevel Practitioners, Medical Assistants and Nursing staff) and handles operational issues on the clinical floor to ensure continuity of services and a smooth patient flow. Delivers care appropriate for an outpatient, primary care community health center with multicultural, multilingual patient population.

DUTIES AND RESPONSIBILITIES

1. Abides by all TVHC clinical policies to provide quality medical care to all patients in accordance with training and licensure. Performs examination, diagnoses and treats patients 0 to 18 years of age.
2. Acts as primary consultant on all pediatric cases referred by other staff providers, in person or via telephone. Must be willing to travel to and from service sites as needed and directed by Medical Director.
3. Participates in the planning and implementation of new clinical programs as needed. Also, works with new technologies for the improvement of patient services and clinic operations.
4. Handles day-to-day staff and scheduling conflicts affecting the clinical floor from a solutions-oriented approach. Immediately reports all clinical concerns to the Medical Director and works to find solutions with the best possible outcome.
5. Works in cooperation with scheduling and administration departments to ensure a final provider schedule is published in a timely manner, three months in advance. Provides dates and times of potential conflict within the timelines required of all staff in accordance with Personnel Policy and Procedures.
6. Provides supervision of medical assistants and lab personnel in area of specific support services for patient care delivery. Provides supervision in case assignment to physician assistant, including sign off on charts. Makes recommendations for promotion, commendation, or disciplinary action where necessary or appropriate.
7. From time to time, provides in-service training for staff in selected topics in Internal or adult medicine as appropriate, and as deemed necessary by the Medical Director.

8. Completes medical charts after each visit according to the problem-oriented medical records system.
9. Assists in internal quality control audits and participates in regularly scheduled meetings to address issues of quality assurance and improvement.
10. Demonstrates patterns of continued learning in order to ensure growth as a practitioner.
11. Applies for and obtains staff privileges at community hospitals in the area, is available to provide continuity of care including hospital in-patient management as appropriate and directed by Medical Director.
12. Attends internal and external meetings, workshops, and conferences, and participates on task forces or committees, as necessary and/or required by TVHC, Inc.
13. Performs all duties and services in full compliance with TVHC's *Service Excellence Standards*. Adheres to all canons of ethics including TVHC code of conduct for clinical providers.
14. Performs all duties in support of successful EHR/EPM implementation.
15. Other duties or responsibilities as assigned by Medical Director.

QUALIFICATIONS

1. Must be in possession of a valid license to practice in the State of California.
2. Have a thorough knowledge of the principles and practices of medicine and allied services commensurate with his/her training. Board eligibility in Pediatrics is required; board certification is desirable.
3. Demonstrate a special interest in the area of community medicine.
4. Ability to speak enough Spanish to examine Spanish-speaking patients and converse on basic level strongly preferred.
5. Ability to relate to culturally diverse patients and community.
6. Able to meet or exceed the *Service Excellence Standards* of TVHC, Inc

Approved _____
Chief Executive Officer

Date _____

Approved _____
Board of Directors

Date _____

I have read the above job description and agree to perform the responsibilities as described above. 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 of personnel as classified.

Employee Signature

Date _____

Print Name