

## PHYSICIAN

### Mendocino Coast Clinics, Inc. Job Description

EXEMPT:

SUPERVISOR: Medical Director

SUMMARY: Under the direction of the Medical Director provides primary health care services to patients.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Provide prevention-oriented quality outpatient primary care to patients of Mendocino Coast Clinics, to include but not be limited to: Comprehensive history and physical exams, diagnoses, treatment and follow-up of illness and diseases, minor and emergency medical services
2. Participate in the clinic quality improvement program. May be asked to participate on special ad hoc committees
3. Promote Mendocino Coast Clinics and its services to area residents and to Mendocino County Physicians
4. May be asked to provide in-patient hospital services, conducts hospital rounds and shares after hours coverage for patients of Mendocino Coast Clinics
5. Supervise mid-level providers, supporting nursing staff and provides on-site consultations
6. May be asked to provide back up to and assume responsibility during the absence of the Medical Director when needed
7. Participate in rounds of patients at the Skilled Nursing Facility
8. Participates in Clinic provider meetings and hospital required meetings
9. Cooperate with Clinic Administration to meet goals of the organization

#### **QUALIFICATIONS (MINIMUM):**

1. Possession of valid license issued by the Medical Board of California or the Osteopathic Medical Board of California to practice medicine. Must maintain continuing medical education hours for licensure
2. Completion of an accredited residency program
3. Local hospital privileges may be required
4. Current certificate of training in American Heart Association, BCLS

#### **KNOWLEDGE AND ABILITIES:**

1. Medical ability and experience in working with culturally diverse and underserved populations
2. Ability to adhere to MCC Policies and Procedures and follow standards set by county, state and federal regulations for FQHC
3. Ability to work as a member of a team and to promote teamwork with other staff members
4. Ability to maintain confidentiality of protected health information and Clinic business
5. Bilingual (Spanish) skills preferred

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<b>PHYSICAL REQUIREMENTS:</b>
1. Must be able to lift up to 40 pounds and push up to 100 pounds (on wheels)
2. Must be able to hear staff on the phone and those who are served in-person, and speak clearly in order to communicate information to clients and staff
3. Must be able to have vision which is adequate to read memos, a computer screen, registration forms and other clinic documents
4. Must have high manual dexterity
5. Must be able to reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel, and twist/turn
6. Ability to stand and walk for long periods and work under mental and physical strain
<b>CITIZENSHIP:</b>
<b>PROFESSIONAL RESPONSIBILITY &amp; COURTESY:</b>
1. Understands and supports MCC Mission Statement
2. Maintains knowledge and understanding of MCC's Policies and Procedures
3. Represents organization in a professional and positive manner
4. Removes barriers for those who have difficulty dealing with systems and processes
5. Acts in a professional manner while performing duties listed in this job description
6. Adheres to dress code
7. Attends meetings as required and/or requested
8. Adheres to all confidentiality policies
9. Establishes and maintains an effective working relationship with medical, dental, behavioral health, administrative, clerical and management staff, as well as community resource agencies
10. Understands and demonstrates age specific interaction
11. Seeks opportunity for professional growth
12. Ensures that the patients have access to all the services available
13. Adheres to work schedule: rarely tardy, reports to work on time
<b>COMMUNICATION:</b>
1. Asks appropriate questions when necessary
2. Communicates clearly in writing
3. Listens without judgment
4. Communicates with empathy and compassion to all patients and co-workers
5. Uses professional phone etiquette
<b>FLEXIBILITY/TEAM WORK:</b>
1. Coordinates efforts with co-workers when needed
2. Works independently and responsibly with self-initiation
3. Accepts new tasks or relinquishes tasks when directed
4. Personal activity occurs primarily during personal break periods
5. Organizes and prioritizes daily work related responsibilities

**PHYSICIAN**

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Job Description**

6. Observes and responds to co-workers' needs for support or assistance
<b>HEALTH AND SAFETY:</b>
1. Respects work environment
2. Reports potential safety hazards
3. Understands and adheres to safety Policies and Procedures
4. Understands and adheres to infection control Policies and Procedures
5. Handles and operates Clinic equipment in a safe and responsible manner
<b>CUSTOMER SERVICE:</b>
1. Demonstrates ability to answer patient inquiries and direct patient to appropriate resource within the Clinic
2. Shows and fosters respect and appreciation for each person whatever that person's background, race, age, gender, disability, values, lifestyle, perspectives or interests

SUPERVISOR: Medical Director

LINE OF PROMOTION:

POSITION:  Fulltime  Part-time

**Americans With Disabilities Act Statement:**

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential position responsibilities as listed in this position description either unaided or with the assistance of a reasonable accommodation to be determined by the organization on a case by case basis.

I accept and can perform the essential functions of this job, with or without reasonable accommodations

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_