



Sunshine Pediatric Clinic
Job Description Title: Staff Physician
Openings: Salaried Full Time and Part Time
Reports To: Lead Pediatrician
Salary Range: Commensurate with experience.

RESPONSIBILITIES SUMMARY:

Sunshine Pediatric Clinic Physicians are hired to treat pediatric patients in the primary care setting. They will diagnose, treat and document their encounters based on the standard pediatric history and physical exam. Each physician is trained and competent to perform procedures common to PCP clinic settings. It is a plus if physician has experience in the urgent care setting with procedures such as simple laceration repair and splinting. Additionally, they shall maintain a current and unrestricted license to practice medicine in the state of Hawaii, current DPS, current DEA, and CPR/PALS certification. All encounters shall be documented, billed and closed within the practice EMR in a manner that is conducive to timely billing and patient follow-up.

DUTIES OF THE POSITION:

Administrative:

- Available to cover clinic's extended hours on weekends and evenings in addition to day time hours.
- Demonstrates a high level of interpersonal and communication skills necessary to consistently receive, greet and interact with patients, visitors and staff members in a professional and loving manner
- Answers questions and gives information directly or via the telephone within the limits of knowledge and medical practice policies
- Maintains and updates patient records and other patient information related to all visits
- Follow up and interpretation of lab and imaging study results.
- Communicates to MAs clear and explicit instructions for patient follow up with regards to lab and imaging results.
- Handles patient correspondence, phone calls, faxes, pharmacy calls and follow-up calls with regards to patient visits, prescriptions, labs and imaging studies
- Delegates & documents patient call back information to the Medical Assistants (MAs) on duty with regard to medical advice, prescriptions, labs, and imaging studies
- Maintains strictest confidentiality

Clinical:

- Complies with all HIPAA regulations with regards to patient privacy
- Complies with all Infection Control guidelines and Universal Precautions
- Complies with all OSHA safety standards

- Obtains pertinent clinical information including the patient's acute complaint history and conduction of focused physical exam as directed by the patient history.
- Performs laceration repairs, incisions & drainage of abscesses, application of splints, wart treatments, partial excision of ingrown toe nails is a plus.
- Formulation and communication of discharge instructions for each patient seen with clear documentation of this plan within the EMR so that it can easily be relayed to other Providers.
- Assists MAs and front office staff to facilitate flow through the clinic in a timely and appropriate fashion
- Maintains proficiency in all areas by attending in- services, and staff meetings as required
- Keeps up with the latest medical requirements and standards of care through CME
- Maintains PALS certification, active Hawaii Licensing and good standing with all professional boards, medical societies and hospitals as applicable.
- Coordinate/Run emergency procedures in cases where patients present as unstable.
- During slow times, complete any administrative tasks assigned by the Lead Pediatrician.

Supervisory Duties

- Manage, lead and mentor the clinical team to provide a professionally satisfying and fun work environment
- Provide guidance to MAs and front staff in times of emergency medical events
- Provide guidance and teaching to MAs, students and residents with regard to patient care and general professionalism.
- Take lead in mentoring and evaluating students, residents and new hire physicians and NPs

Miscellaneous Duties

- Ensures workspace is free and clear of patient information, clean and organized at end of shift

POSITION REQUIREMENTS

- Graduation from an accredited Medical School
- Successful completion of an accredited Residency program
- Board eligible for recent graduates successfully completing an accredited Residency program.
- Board Certified in Pediatrics, Med-Peds or Family Medicine by the AAP or AAFP
- Full and unrestricted license to practice medicine in the state of employment
- Basic computer skills
- Skill in obtaining and maintaining accurate medical records
- Ability to communicate clearly and show patience with patients
- Must be able to perform each essential duty related to examination, diagnostic and treatment of patients
- Ability to initiate and complete tasks related to job duties without direct request of supervisor
- Ability to work well with others and be willing to help when needed
- Maintains strictest confidentiality of patient information
- Ability to multi-task with patients and other responsibilities

POSITION ACCESS AUTHORIZATIONS

- May amend or view Protected Health Information (PHI) as defined by HIPAA

RISK OF EXPOSURE TO BLOOD BORNE PATHOGENS: May be exposed to BBPs when removing bandages, sutures or splints. May be exposed when processing or obtaining laboratory specimens. May be exposed when examining patients.

POSITIONS RELATIONSHIPS: Provides direct supervision to other clinic staff, students and residents. Reaches out Lead Pediatrician for administrative/clinical and other office issues. In the absence of the Lead Pediatrician, Staff Physicians may reach out to the Operations Manager or Back-Office Lead for clinical issues and to the Chief Operating Officer for all other issues.

LIMITATIONS AND DISCLAIMER: The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for this position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.