JOB SUMMARY

Provide urgent and non-urgent health care for individuals in the Urgent and Primary Care Practice commensurate with training and in accordance with the general policies and standards of practice, as established by the clinic. Delivers care appropriate for an outpatient, primary care community health center with a multicultural patient population. Elicits detailed patient histories and conducts complete physician examinations. Reaches diagnosis and orders appropriate laboratory tests and referrals, etc., as well as counsels patient and family on health and disease.

DUTIES AND RESPONSIBILITIES

1. Provide all physician care generally provided at an ambulatory care facility, on an outpatient basis and such pre-operative care in minor surgery normally performed on an outpatient basis.
2. Responsible for the delivery of care, treatment, and referrals. Arrange for referral resources for those medical specialties not provided by the Corporation for patients of the clinic.
3. Evaluate patients, based on medical training and/or specialty, to determine the medical condition of the patient, through the performance of physical examinations, thereby, establishing a diagnosis and proposed treatment plan.
4. Maintain high standard of medical practice and participate in the training development of the medical team. Assist in medical education of both the patients and clinic staff.
5. Facilitates the patient’s transition within and between health care settings; refer and transfer patients for specialty care, provide follow-up care and discharge patients.
6. Provide the necessary back-up to the on-call physician, resident, emergency room personnel, etc. with regard to giving directions on an appropriate treatment plan. Additionally, perform physician rounds and other inpatient care for clinic patients hospitalized at institutions with which the clinic has an agreement for hospitalization of its patients.
7. As a member of the health care team, exemplify an example in attitude toward patients and staff, thereby, performing duties with respect, dignity, privacy, and modesty to the patients.
8. Participate in the development of clinic protocols and formulary. Make recommendations, suggestions, etc., on chart information forms.
9. Fulfill 40 hours of Continuing Education Credits within each twelve (12) month period. Attend professional conventions and seminars, participate in professional societies, and do all things reasonable, necessary and desirable to maintain and improve his/her professional skills
10. Document each on site/in office procedure, prescription, consultation and patient contact in patient’s chart and on the clinic's encounter forms, within a 24-hour period.
11. Counsel patient regarding medical and other problems which might affect patient’s health and well-being.
12. Perform such clinical procedures for patient's benefit which are within scope and skill of practitioner and which are economically feasible.
13. Prepare forms, letters, and examinations on behalf of patients for claims of disability, workmen's compensation, injuries and illnesses, etc.
14. Participate and cooperate in all reasonable efforts with the clinic to apply for and secure public or private grants, contracts, and donations, and all customary and desirable accreditations, licensing and permits.
15. Provide direction and leadership to the clinic's medical support staff, with regard to the administering of a patient's care.
16. Provide supervision in case assignment to physician assistant, including sign off on charts.
17. Perform other job related duties, as may be assigned, by the Medical Director.

**EDUCATION, TRAINING AND EXPERIENCE**

Must be a graduate from an accredited School of Medicine and Residency Program. Currently licensed to practice in the State of Wisconsin. Have a thorough knowledge of the principles and practices of medicine commensurate with his/her training. Board eligibility in Family Medicine is required, Board certification, a plus. Previous experience should be from an urgent care, hospital or ambulatory clinic setting.

The Physician must have the patience and tact to deal with the patient population and ability to work effectively in the primary care / urgent care environment. Scheduling flexibility is also required to be able to rotate hours and shifts, if needed, and to be called during emergency situations to provide coverage.

**EXPECTED BEHAVIORS**

1. Treat all people with dignity, respect and compassion.
2. Honor diversity in practices of faith, traditions, and culture.
3. Recognize the good work and accomplishments of others.
4. Invite and acknowledge concerns, suggestions and opinions of others.
5. Protect personal and professional privacy and confidentiality.
6. Communicate truthfully and expect others to do the same.
7. Identify and resolve difficult issues.
8. Seek out and participate in opportunities for development.
9. View change as opportunity.
10. Accept and offer feedback that promotes respect and leads to development.
11. Seek out education and training to build job skills.
12. Exceed expectations of those we serve.
13. Strive to exceed the requirements of our jobs.
14. Seek to continuously improve the way we do work.
15. Work with others in the spirit of teamwork.
16. Be accountable for the successful completion of our work.
17. Make decisions about our time and work resources that avoid waste and duplication.
18. Conserve natural and environmental resources.
19. Maintain health, safety and security in the workplace.

**SKILLS**

Excellent interpersonal skills and empathy towards patients. Must be able to relate to culturally diverse patients and community. Able to develop teaching and counseling sessions, as needed. Must be able to adapt to changing situations and circumstances. Must be willing and able to assume and delegate the needs of clinic patients, as a member of the health care team.

**PHYSICAL REQUIREMENTS**

The position requires walking and standing throughout the clinic area, for extended periods of time, some reaching and lifting in order to assess patients and access overhead compartments, tops of file cabinets, and cabinet storage. Position requires bending, stooping, crouching and squatting, in order to assess patients, as well as some compact drawer and office areas.

**MENTAL REQUIREMENTS**
Possess a working knowledge of business English, spelling and punctuation. Ability to understand and carry out oral and written instructions, as well as seek additional understanding and clarification, when needed. Also, must fulfill cognitive demands of position, e.g. concentration, conceptualization, memorization, etc.

**WORKING CONDITIONS**

Work performed in a normal and comfortable clinic and hospital environment.

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**NOTE:** The above duties and responsibilities are essential job functions, subject to reasonable accommodations. All job requirements listed indicate the minimum level of knowledge, skills and/or abilities deemed necessary to perform the job proficiently.

This job description is not intended to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions, as requested by their supervisor, subject to reasonable accommodation.

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