

## OB/GYN Job Description

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<b>Job Title</b>	<b>Physician - OB/GYN</b>
<b>Department</b>	Providers
<b>Reports To</b>	Chief Medical Officer
<b>Effective Date</b>	3/15/2019

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### Position Summary

Physicians provide professional comprehensive medical services for ambulatory and/or hospitalized NeighborHealth Center (NHC) patients. Incumbents will provide professional medical services for outpatients on a full-time basis as described in their contracts. As a member of a Care Team, the Physician- OB/GYN works with the other care team members to provide quality patient-centered care.

### Principal Duties and Responsibilities\*

1. Obtains health history and performs a physical exam to determine and execute a diagnosis and treatment plan in accordance with established standards, procedures, and practices. Requisitions lab tests and x-rays, writes prescriptions, and makes referrals, as appropriate. Follows NHC clinical practice guidelines.
2. Delegates patient care responsibilities that fall under the scope of practice of other Care Team members to those individuals (medical assistant, patient educator, registration representative, behavioral health).
3. Attends staff and medical provider meetings and maintains a level of involvement with the health center committees, as needed, to ensure quality patient care. Participates in peer/chart review, performance evaluations, and quality improvement efforts.
4. Provides patient care to approximately 9-10 patients per 4-hour shift per day as per productivity expectations for all providers.
5. Collaborates with nurse practitioners or supervises physician assistants, as appropriate, in providing patient care; may assist in the education training of medical students and residents.
6. Participates in continuing medical education, including Life Support Training, to maintain the skills necessary to perform physician duties and as required by applicable medical boards and the State.
7. Maintains own physical health required to perform physician duties; maintains current immunizations and up-to-date PPD.
8. Maintains communication with Administration regarding personal issues related to drugs, felonies, discipline, loss of license or privileges, litigation where the provider or clinic is harmed or at risk, or other serious issues.
9. Participates in quality improvement efforts on the Care Team.
10. May perform other duties as assigned by the Medical Director.

### Compliance and Documentation

1. Confirm patient identity according to current procedure before rendering any service.
2. Thoroughly, accurately, and promptly document all service rendered in the electronic medical record for every patient.
3. Perform all tests, procedures, and other services according to the policy and procedure of NHC, notify the appropriate supervisor in a timely manner of instrument or procedural problems.
4. Be knowledgeable of and in compliance with CLIA, OSHA, and JCAHO regulations for safety, infection control, equipment operation, and other applicable areas.
5. Participate in proficiency testing as required by NHC or departmental policy to ensure that proper standards of care are being maintained.
6. Maintain confidentiality of patient health information in accordance with HIPAA and other applicable regulations

### Required Skills or Abilities\*

See Required Knowledge, Experience, or Licensure/Registration

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#### Required Knowledge, Experience, or Licensure/Registration

Education: Doctor of Medicine from an accredited institution

Experience: Completion of residency program with Certification of Specialty Training and clinical experience.

Licenses or Certifications: Board Certification (or eligible) in area of specialty training and maintenance of certification; State licensure to practice medicine in the state of North Carolina, CPR Certified.

Exempt Status	Exempt
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\*To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the essential duties of the job.