



**Job Title:** Faculty Physician, Core Family Medicine  
**Department:** Residency  
**Supervisor:** Residency Program Director  
**FLSA Status:** Exempt  
**Approved Date:** 1-1-18

### **Position Summary**

Provides direct care to clinic patients, educates residents through precepting and formal teaching, performs assigned advising and curricular duties, and performs other duties to assure accomplishment of the mission of CHCW.

### **Essential Duties and Responsibilities** include the following. Other duties may be assigned.

1. Provides care that is compassionate, appropriate and effective for the treatment of health problems and the promotion of health.
2. Provides patient care in the clinic, hospital, and other care settings, with ambulatory care under the oversight of the Clinical Site Director.
3. Precepts residents as scheduled in the clinic and according to protocol.
4. Attends on FMS and/or OBS as scheduled.
5. Maintains adequate, concise and legible documentation of attending patient care and resident attestation notes using the Electronic Health Record appropriately.
6. Provides appropriate patient education.
7. Writes, revises and monitors assigned curricular areas, reviews and revises curriculum at least annually.
8. Acts as an advisor for assigned residents, including meeting with advisees at least quarterly following advisor-advisee meeting protocol, presents resident advisee(s) quarterly or prepares documentation for designee, develop individualized learning plans.
9. Prepares and presents didactic lectures, lead group discussions or plan CME.
10. Serves on committees and attend meetings in the clinic and/or hospital as requested or as required by medical staff by-laws or clinic policies.
11. Fulfills ACGME requirements for core family medicine faculty.
12. Utilizes knowledge of ACGME, ABFM and, if applicable, ABOFP and AOA accreditation requirements for family medicine.
13. Maintains patient confidentiality.
14. Applies knowledge of medical terminology and CPT/ICD billing codes for delivering patient care.

## **Competencies**

To perform the job successfully, the following competencies should be demonstrated.

**Attendance/Punctuality** - Is consistently at work and on time, as established; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

**CHCW Culture** - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values; follows policies and procedures; supports organization's goals and values; shows respect and sensitivity for cultural differences; follows instructions; responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan; asks for and offers help when needed.

**Communications** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings; writes clearly and informatively; edits work for spelling and grammar; keeps others adequately informed; selects and uses appropriate communication methods.

**Customer Service for Internal and External Customers/Patients** - Manages difficult or emotional customer/patient situations; responds promptly to customer/patient needs; solicits customer/patient feedback to improve service ; responds to requests for service and assistance; meets commitments.

**Job Knowledge** - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; maintains confidentiality per policy and regulations; fluent in Microsoft Office programs, including Word, Excel, PowerPoint and Outlook and job related software and computers; uses resources effectively; pursues training and development opportunities; adapts to new technologies; keeps technical skills up to date.

**Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics; adapts to changes in the work environment; changes approach or method to best fit the situation.

**Planning/Organizing** - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

**Quality Management** - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness; applies feedback to improve performance; monitors own work to ensure quality.

**Safety and Security** - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

**Teamwork** - Exhibits objectivity and openness to others' views; gives and welcomes feedback; establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

Graduation from an accredited medical school and successful completion of an accredited residency. Prior experience working with medically underserved populations and working with an Electronic Health Record (EHR) preferred. Prior teaching experience required.

**Certificates, Licenses, Registrations**

Current CPR Certificate

Washington state medical license; board certification in family medicine, and DEA.

No restriction from participation with the Medicaid or Medicare programs. Ability to obtain credentials from appropriate health plans, and to be covered by CHCW malpractice liability carrier.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; sit; reach with hands and arms and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals and risk of radiation. The noise level in the work environment is usually moderate.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Print Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date