



## Benewah Medical Center Job Description/Performance Evaluation

- I. POSITION: Staff Physician:** An exempt position serving Indian and non-Indian patients/clientele.
- II. QUALIFICATIONS:** Achieve and maintain American Board of Family Practice certification as a Family Practitioner. Maintain current Idaho Physician and Surgeon license issued by the Idaho Board of Medicine. Maintain current Washington Physician and Surgeon - MD or Washington Osteopathic Physician and Surgeon - MD license issued by the Washington State Department of Health. Maintain current Idaho Controlled Substance Registration issued by the Idaho Board of Pharmacy. Maintain current Federal Drug Enforcement Agency registration. Maintain current Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS) certification. Completion of degree as Medical Doctor (MD) or Doctor of Osteopathy (DO) from an accredited university. Completion of Residency program in a Family Practice setting. Successful completion of background investigation(s) including, but not limited to, National Practitioner Databank and criminal history check. Prior experience with Electronic Medical Record (EMR) preferred.
- III. PERSONAL CHARACTERISTICS**
1. Possesses demonstrated ability to perform as a team player.
  2. Maintains positive peer relationships and provides assistance in a friendly, helpful manner to all patients, visitors and staff.
  3. Possesses the ability to work independently, is detail oriented, organized, and works under pressure. Meets deadlines.
  4. Must have consistent work attendance record.
  5. Demonstrates cultural sensitivity.
  6. Understands and practices confidentiality.
- IV. SUPERVISION: The Staff Physician is supervised by the Medical Director.**
- V. ADA ESSENTIAL FUNCTIONS**
- A. Hearing: within normal limits with or without use of corrective hearing devices;
  - B. Vision: adequate to read 12-point type with or without use of corrective lenses
  - C. Must be able to verbally interact with staff, clients and public
  - D. Manual dexterity of hands/fingers for writing, computer input
  - E. Able to lift up to 25 lbs.,
  - F. Standing 50% of the day
  - G. Walking 25% of the day
  - H. Pushing, up to 30 lbs.
  - I. Pulling, up to 20 lbs.

**Benewah Medical Center  
Job Description/Performance Evaluation**

**MAJOR RESPONSIBILITIES**

<b>DUTY</b>	<b>STANDARD</b>	<b>RATING</b>
<b>Staff Physician</b>	<ol style="list-style-type: none"> <li>1. Maintains a current and active certification by the American Board of Family Practice as a Family Practitioner at all times.</li> <li>2. Maintains current and active license to practice medicine in the State of Idaho.</li> <li>3. Provides overall medical program services including active participation in the support of Quality Assurance standards and protocols, in consultation with the QA Director.</li> <li>4. Consults with other medical staff and provide guidance and assistance in the realm of family medicine.</li> <li>5. Provides general, administrative and technical supervision to other physicians, mid-level practitioners, students, pharmacist, medical technologist and nurse manager as requested and appropriate.</li> <li>6. Develops medical policies and procedures as assigned.</li> <li>7. Responsible for attending medical staff meetings, in addition to general staff, provider/nurse and other meetings as assigned.</li> <li>8. Maintains an ongoing review of the Center's standards of care and standing orders and conduct monitoring such as routine quality control activities and periodic QA audits with the QA Director as assigned.</li> <li>9. Responsible for supervision of up to one (1) mid-level provider.</li> </ol>	
<b>Patient Care</b>	<ol style="list-style-type: none"> <li>1. Provide professional medical screening, evaluation, diagnosis and treatment of health problems to Indian and non-Indian patients.</li> <li>2. Legibly document all patient visits as soon as possible or within 24 hours following that encounter.</li> <li>3. All entries in the patient medical record are to be handwritten in standard SOAP format or dictated as</li> </ol>	

**Benewah Medical Center  
Job Description/Performance Evaluation**

	<p>appropriate.</p> <ol style="list-style-type: none"> <li>4. Medical records are not to be taken off the premises.</li> <li>5. Make the determination of the patient's medical needs and refer when appropriate.</li> <li>6. Coordinate referral services with other medical practitioners or medical facilities, with other clinic staff and with the patient and the patient's family.</li> </ol>	
<b>Productive use of down time</b>	<ol style="list-style-type: none"> <li>1. Direct patient care issues always take priority. Medical literature or journals read only when all direct patient care issues and BMC administrative duties/projects are addressed and completed.</li> </ol>	
<b>Computer Privileges</b>	<ol style="list-style-type: none"> <li>1. Uses e-mail services/internet appropriately. Checks e-mail a minimum of twice weekly from Medical Director, Patient Care Services Director, and Clinical Director.</li> </ol>	
<b>Pharmacy</b>	<ol style="list-style-type: none"> <li>1. Attempts to use agreed upon formulary and works closely with pharmacy to prevent medication errors.</li> </ol>	
<b>Consistent recordings of audit information</b>	<ol style="list-style-type: none"> <li>1. Along with assigned nurse assure that ongoing clinic audit information is recorded during patient appointment. (Providers are responsible for checking that nursing complete documentation and flow sheets.)</li> </ol>	
<b>Productivity</b>	<ol style="list-style-type: none"> <li>1. Schedule has 27-33 slots for patients in 9-hour work day or as agreed in Compensation package or equivalent if 8-hour days.</li> </ol>	
<b>Team work and helping others when finished with own tasks</b>	<ol style="list-style-type: none"> <li>1. Willing to serve on committees requiring a provider at Medical Directors' instruction.</li> <li>2. Checks with other teams at end of day to get all patients seen.</li> </ol>	
<b>Assigned tasks</b>	<ol style="list-style-type: none"> <li>1. QI activities as assigned by the Medical Director.</li> </ol>	

**Benewah Medical Center  
Job Description/Performance Evaluation**

<b>Attendance and tardiness</b>	1. Should arrive on time or no later than 10 minutes after the clinic opens for patient care and must stay until 6:00 PM unless other arrangements have been made with Director or Acting Director.	
<b>Personal phone calls</b>	1. Uses phone for Patient Services. Exits patient care areas for personal phone calls.	
<b>Correct and Complete documentation</b>	1. Uses SOAP notes on PCC. Uses dictation services for more complicated visits. The dictation must be completed by the end of the next business day.	
<b>Peer Review</b>	1. Will participate in periodic peer review of randomly selected charts from each provider. 2. Provider will conduct ad hoc peer reviews of events involving physicians or midlevel providers involving patient care or inter-staff events such as incident reports involving physicians or mid-levels.	
<b>Interpersonal Skills</b>	1. Maintain open lines of communication with Medical Director. 2. Maintain professional and appropriate verbal and non-verbal with internal and external customers. 3. Maintain appropriate public relations. 4. Strives to be a team player. 5. Identifies and utilizes appropriate channels for problem solving and resolution of issues. 6. Fosters team cohesiveness. 7. Demonstrates support of Administration and Health Board goals and objectives.	
<b>Meetings/Committees</b>	1. Attends meetings/committees as assigned.	
<b>Other</b>	1. Performs other duties that may be necessary in the best interest of the organization.	

**EVALUATOR'S COMMENTS:**

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Benewah Medical Center  
Job Description/Performance Evaluation

<b>Evaluator's Signature:</b>	<b>Date:</b>
<b>Evaluator's Supervisor:</b>	<b>Date:</b>