

# Klamath Health Partnership

## Job Description and Responsibilities



### **Position: Family Medicine Physician**

**Salary Range:** \$  
**Status:** Regular, Full-time Exempt  
**Reports to:** Chief Medical Officer  
**Location:** Klamath Open Door

The Family Medicine Physician under the direction of the Chief Medical Officer, will perform full scope family practice in the medical clinic. The Physician will provide quality and cost effective primary care services to the KHP patient population, meeting their diverse health and social needs. The Physician will perform complete examinations of patients and screen all patients for health maintenance needs, in a relationship based model of care with a team of health providers. The Physician will document clinical observations, adhere to industry standards and conduct chart reviews to ensure compliance. The ideal Physician for this position will have the ability to connect respectfully with patients and carry out responsibilities within the mission of KHP. The Physician will ensure all functions of assessments and referrals are done in accordance with all governing regulations and KHP policies, practices, and procedures.

#### **DUTIES AND RESPONSIBILITIES**

1. Provide direct patient care, including preventive care, primary diagnosis and treatment and inpatient medical care if appropriate.
2. Serve as a preceptor to providers in training as needed.
3. Maintains strict patient confidentiality.
4. Maintains timely documentation in medical records in accordance with established clinic protocols.
5. Participates in quality improvement activities.
6. Provides call coverage and inpatient care as required by contractual obligations.
7. Complies with OSHA regulations as well as all clinic safety standards.

#### **EDUCATION AND EXPERIENCE:**

1. Board certification or Board eligible, in family medicine is required.
2. Graduation from an accredited school of medicine is required.
3. Prefer three (3) years of experience within a primary health care environment, preferably in medically needy and underserved communities and in a community health center setting.

#### **QUALIFICATIONS:**

1. Current, valid license to practice medicine in the State of Oregon, including DEA license and CPR required.
2. Current, relevant, and substantial knowledge of areas related to health center licensing and operations, e.g., legal/regulatory, administrative, policy, protocols, and other clinical issues, especially within a FQHC environment, required.
3. Demonstrated ability to work effectively independently and as part of a team, in collaborative settings, required.
4. Understands and is committed to maintaining highest level of confidentiality.
5. Sensitivity to needs of culturally diverse patient and employee population.
6. Willingness and ability to work some evenings and weekends, as needed.

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### Employee Position Description Acknowledgment

I have received a position description or summary of the duties I am to perform. I understand what my duties entail and affirm that I possess the requisite knowledge, skills, abilities, experience, and education to perform the duties described. I can perform them with or without reasonable accommodation. I understand that jobs and duties are subject to change from time to time, as Klamath Health Partnership, Inc., its Board of Directors, Executive Director, or my immediate supervisor deem necessary. Thus, I may be required to perform duties other than those listed and my job may change over time.

Unless otherwise approved and established by my immediate supervisor, I understand that I am expected to report to work as scheduled, on time, prepared to start work, and will remain at work for my entire work schedule. I am responsible to avoid late arrival, early departure, or other disruptive absences from scheduled hours as far as practicable. My schedule will be prearranged by my departmental supervisor based upon the operational needs of Klamath Health Partnership, Inc., and in keeping with its core mission. I realize that staffing needs and operational demands may necessitate variations in starting and ending times, leave requests, as well as variations in the total hours that may be scheduled each day and week. I will seek guidance from my supervisor or the Human Resources Specialist for clarification of all scheduling questions, requests, and guidelines.

I understand that this position description is not a pledge of continued employment in this or any other job for any specific period of time or under any specific circumstances or conditions. This position description does not change the terms and conditions of the at-will employment relationship explained in the corporate policy handbook.

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Employee Signature

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Date

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Human Resources Generalist

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Date