



### **Job Announcement**

**Job Title:** Family Physician  
#MD-9999-100

**Department:** Medical Services

**Location:** All ICHS Clinic Sites

**Reports To:** Assistant Medical Director

**FLSA:** Exempt

**FTE:** On-call

#### **Summary**

The primary purpose of the Family, Podiatric or Osteopathic Physicians is to provide professional health care services to patients of ICHS and the community. This includes preventive care, primary diagnosis and treatment, prenatal care, obstetrical care, and inpatient (hospital-based) medical care.

#### **Duties and Responsibilities**

##### **Patient Care**

1. Provide professional medical services within the scope of a Medical Doctor; deliver primary care, acute and chronic care to patients, including emergency care to achieve, maintain and restore optimal functioning of the patient.
2. Engage in health assessments, diagnosis, and treatment of frequently occurring types of illnesses and other medical problems and is responsible for clinical management of those cases which fall within the scope of authority.
3. Obtain patient health history, using SOAP format, develops a problem list, and develops and implements a treatment plan. Offer counseling and education to meet patient needs.
4. Perform physical examinations on patients; order, perform and evaluate basic laboratory procedures and diagnostic tests.
5. Prescribe drugs according to licensed prescriptive authority, dispense supplies and prescribe other treatments (e.g., physical therapy) to aid in the management for acute and chronic health problems.
6. Manage health care for patients within the Medical Doctor scope practice including office procedures and emergency medicine.
7. Provide health education and counseling for a wide variety of patient conditions.
8. Establish a collaborative relationship with medical providers and specialists in the community for referral and consultation purposes.
9. Establish a collaborative relationship with other primary care providers within the clinic; co-manage and/or refer case management according to scope of practice.

##### **Clinic Duties (ICHS)**

10. Will be available to perform in-clinic responsibilities per assigned hours per week. These hours will be maintained flexible in order to allow for hospital duties, continued medical education activities, vacations, patient's needs, and personal leave. They will be determined by the Chief Medical Officer, or Assistant Medical Director, or Lead Clinician with input from the physician and taking into consideration requests and needs of other providers.

##### **Hospital Duties (if applicable)**

11. Maintain full active hospital privileges at Hospitals of ICHS choice. Attend and participate in hospital department and committee meetings in compliance with hospital policies and regulations.
12. Provide call coverage for admissions of and inpatient care for ICHS patients.

13. These dates will be determined and coordinated by the Chief Medical Officer, Assistant Medical Director, or Lead Clinician with input from the physician and taking into consideration the requests and needs of other providers.
14. Provide call coverage for “community call” patients (“no doc” patients) according to the community call schedule of hospital, as needed.

**Preceptor**

15. Serve as a preceptor to physicians in training, medical students, physician assistants in training, physician assistants, advanced registered nurse practitioners and advanced registered nurse practitioners in training.

**Records**

16. Keep careful up-to-date records of all clinical activities pertaining to patient care. Recordkeeping shall be in accordance with medical records protocol.

**Continuing Medical Education**

17. Agrees to meet all continuing medical education requirements necessary for state licensure. Will advise Assistant Medical Director or Lead Clinician on leave requests with adequate notice to accommodate appropriate scheduling.

**Staff Meetings**

18. Will attend ICHS staff and subcommittee meetings as required.

**Consultation**

19. Shall be available for consultation with other ICHS providers and the ICHS management staff, Board of Directors, and personnel. Consultation may include, but not be limited to, medical care and policy or procedural issues, business issues, personnel policy, training and education for employees and patients, governmental regulations, program planning and evaluation, and quality assurance.

**Board of Directors**

20. Any questions regarding Board activity, Board committees, requests from the Board, similar issues, shall first be discussed with the Chief Medical Officer or Chief Executive Officer of ICHS.

**Full-Time Employment (if applicable)**

21. Agrees to devote his/her entire time and attention to the practice of his/her profession for the ICHS, together with such administrative and management duties as he/she may be asked to perform for the ICHS as designated above. Shall not, without the express written consent of ICHS, directly or indirectly, render services of a professional nature to or for any person or firm for compensation while employed by the ICHS. Shall not engage in any activity competitive with or adverse to the ICHS’ business or practice, whether alone or as an officer, director, employee, or shareholder of any other corporation, or as a trustee, fiduciary or other representative of any other activity.

**Performance Requirements**

22. Keep in good standing with the local and state professional affiliations by maintaining all required certificates and licenses.
23. Maintain authoritative skill and knowledge in the principles of sound medical practice by completing the required CE hours for the profession.
24. Possess an amicable personality with controlled authority.
25. Treat others with respect and courtesy.
26. Be attuned to the unique need of the indigent and underserved.
27. Seek for cultural understanding of the ICHS patient population and incorporate culturally sensitive patient care.
28. Be organized and accurate and be able to work under stress.



### **Job Requirements**

1. Education – Must be a graduate of an accredited medical school and completed a US residency accredited program.
2. Experience – At least two years in the practice of medicine. Bilingual preferred – Fluent in English, API, Spanish or other language. Two years community health center primary care experience.
3. Other Requirements - Licensed to practice medicine in Washington State including full prescriptive authority. Board-certified in a Primary Care Specialty or be preparing for certification within a year of employment.

*The above description reflects the general details considered necessary to describe the principal functions of the job. It shall not be construed as a detailed description of all the work requirements that may be inherent in the job, and it may be revised at any time.*

### **Application Procedure**

Application packets are available at all ICHS locations or online at [www.ichs.com](http://www.ichs.com). Send application and resumes to: ICHS, Attn: Human Resources, P O Box 3007, Seattle, WA 98114-3007 or Fax: 206-490-4011. Email: [Employment@ichs.com](mailto:Employment@ichs.com)