

VALLEY COMMUNITY CLINIC

Job Description

Position:	Lead General Medicine Physician (LGMP)
Reports To:	Chief Medical Officer (CMO)
Hours:	Varies, evenings may be required, telephone calls may be required
FLSA Status:	Exempt from overtime

Under the supervision of the CMO the Lead General Medicine Physician (LGMP) will assist in the direct supervision of all providers in his/her department and assist the CMO in assuring that quality care is delivered to our patients in an efficient and effective manner. The LGMP will assure the department adherence to Valley Community Healthcare Patient Centered Medical Home (PCMH) protocols and requirements. More specifically the lead duties are as follows:

- Performs peer review on patient records from their area on a weekly basis.
- Serves as a member of the Credentialing and Peer Review Committee and meets periodically to review proctor reports and cases where best practice standards may not have been met.
- Participates in the recruitment and interviewing of prospective providers.
- Participates in introducing new providers to their clinic and the onboarding component for which the lead is responsible.
- Participates in supervising MD's, nurse midwives, and nurse practitioners, including but not limited to evaluation, hiring, coaching, disciplining and termination in conjunction with the CMO.
- Serves as preceptor for trainees, nurse practitioners, and physicians.

Specific Duties:

1. Clinical

- Leads and facilitates implementation of patient centered medical home protocols in clinical practice.
- Per specialty, performs complete history and physical examination of patients.
- Assesses and manages acute and chronic medical conditions.
- Performs preventive health maintenance items including but not limited to health education and counseling, cancer screening, and immunizations.
- Educates patients and family members in health promotion, disease prevention and birth

control methods as appropriate

- Assists in preparation and selection of patient education materials
- Provides preliminary after hours telephone consultation to patients, when needed. Leads staff in contacting patients for follow-up care as needed depending upon medical necessity or as part of clinic quality improvement projects.
- Helps coordinate efficient flow of patients through the system of care
- Helps monitor status of referrals
- Obtains and reviews patient histories and ensures completeness and accuracy of the medical records of all patients, including records of patients for which lead physician has served as preceptor for trainees or staff.

2. Administrative

- Oversees adequate provider staffing is available for all clinical sessions and work with CMO in anticipation of future shortfalls.
- Helps onboard, trains, coaches, supervises, and disciplines providers under direct supervision, in coordination with the CMO.
- Monitors providers' productivity and quality of services.
- Responsible for monitoring and coaching providers to meet Quality Measures targets.
- Responsible for the implementation, monitoring and improvement of the Provider Incentive programs.
- Participates in Quality Assurance, peer review and maintains confidentiality.
- Participates in quality improvement, chart reviews, and process improvement programs both system wide and department specific.
- Leads department specific meetings and administrative tasks as assigned by CMO.
- Participates or collaborates with marketing and other health education staff on education and patient recruitment health fairs.
- Maintains current knowledge-base and appropriate licensure.
- Responsible for meeting productivity goals for all providers and self.
- Assists in the development of strategic initiatives for the department and VCH
- Coordinates with the Director or Nursing on related nursing needs including support of clinical staff such as medical assistants and other staff nurses.
- Coordinates with Chief Operating Officer (COO) on any issues or needs to improve operational flows.
- In partnership with the CMO, designs, implements, and re-evaluates ongoing medical/clinical protocols to be followed in the clinic's practice areas.
- Writes and delivers Annual Performance Appraisals. CMO will review and provide input.
- Suggests and participates in in-services and other trainings for clinical staff.
- Prepares/reviews/approves monthly departmental clinician schedule. Responsible for approving all time off requests in compliance with VCC Policies and Procedures.
- Ensures compliance with license requirements as stated in Title 22
- Performs miscellaneous job-related duties as assigned

3. **Compliance:** Ensures services provided comply with regulatory agency requirements, contractual obligations and funding sources.
 - Performs/supervises functions, duties and services in compliance with regulatory agencies, contractual obligations and funding sources such as CHDP, EWC, Medi-Cal, HCLA, MHLA, FPact, and Title X.
 - Monitors and ensures compliance with clinical evidence based guidelines for General Medicine, including obstetrical and gynecological care.
 - Participates in the review, revision, and implementation of policies and procedures to ensure medical practices are in full compliance with regulatory requirements.
 - Oversees the maintenance of records/documents in accordance with clinic policies and procedures, contractual obligations, regulations, and funding sources.
 - Monitors strict adherence to: universal infection precautions as established by the Center for Disease Control and Prevention; Occupational Safety and Health Administration; DHS/OA; and clinic standards.

4. **Communication**
 - Creates and maintains effective interpersonal relationships with all employees; keeps employees informed of changes which may affect the work environment.
 - Communicates effectively with all levels of staff throughout the clinic by consistently utilizing and facilitating effective strategies to encourage collaborative problem solving and decision making.
 - Trouble shoots difficult problems or situations and takes independent action to resolve them.
 - Through teamwork and accountability exhibits behaviors and attitudes of courtesy and respect for all staff at the clinic in accordance with its mission and values.
 - Establishes and maintains effective and positive working relationships with representative of outside agencies, government entities, vendors, as well as other clinical staff, volunteers, and staff; represents the clinic site when appropriate.
 - Ensures patient confidentiality and demonstrates complete discretion when discussing patient information.

5. **Fiscal management**
 - Practices cost-effective medicine by utilizing appropriate use of laboratory and prescription utilization in line with clinic preferred laboratory and drug formulary.
 - Completes documentation for clinic sessions in a timely manner ensuring accuracy and completeness to ensure the clinic can collect funds for the services.

Minimum Qualifications:

These are general guidelines based on the minimum experience normally considered essential to the satisfactory performance of this job. Individual abilities may result in some deviation from these guidelines. To perform effectively in this position, the candidate must have:

- A valid and unrestricted California Medical Board MD license.
- Board certification or Board Eligibility in Family Medicine or Internal Medicine is strongly preferred.
- Current DEA registration (all schedules) and a minimum of a BLS certificate.
- Competency in evaluating and treating general adult and pediatric ambulatory care.
- Exhibits a high level of professionalism.

- Experience in Federally Qualified Health Centers and/or an NCQA recognized Patient Centered Medical Home is preferred.
- Working knowledge of state of the art medical scientific and treatment methods in area of specialty.
- Understanding of current medical, educational, and psychosocial intervention procedures.
- Ability to perform clinical duties within established guidelines in an organized, efficient manner.
- Ability to relate and communicate well to all cultural and ethnic groups in the community including fluency in written and spoken English. Bilingual skills in written and spoken Spanish are preferred.
- Ability to complete and maintain records in accordance with procedures utilizing an electronic health record system.
- General computer skills in Microsoft Office programs (Word, Excel, etc.) and patient medical record system.
- Current California driver's license or identification card.

Physical Demands:

1. Ability to perform physical examination of patients

Environment:

Risk of exposure to infectious disease

VALLEY COMMUNITY HEALTHCARE IS AN EQUAL OPPORTUNITY EMPLOYER

ACKNOWLEDGEMENT:

I acknowledge I have received, read and understand my job description.

Employee Printed Name

Employee Signature

Date

Supervisor Signature

Date

Updated by CMO 12/3/19