



**VALLEY HEALTH TEAM**  
LIVE BETTER. VIVE MEJOR.  
JOB DESCRIPTION

POSITION:	STAFF PHYSICIAN
REPORTS TO:	CHIEF MEDICAL OFFICER
POSITIONS SUPERVISED:	NONE
CLASS:	REGULAR
CAT:	FULL-TIME NON-EXEMPT

**BASIC FUNCTIONS:**

Under the supervision of the Chief Medical Officer, the Staff Physician is primarily responsible for providing medical services for the patients of Valley Health Team. The Staff Physician may be directed by the Associate Medical Director and/or the Chief Medical Officer to perform other duties in accordance with funding agencies requirements, contractual agreements, policies and procedures, and protocols established by the Board of Directors.

**DUTIES AND RESPONSIBILITIES:**

1. Manage and maintain a program of comprehensive health for the patients, to include preventive medicine, behavioral sciences, and community health.
2. Examine patients, formulate diagnostic plans, define and order required diagnostic testing, interpret examination findings and test results, and implements treatment plans.
3. Prescribe and assess effectiveness of pharmaceuticals, other medications, and treatment regimens as appropriate for patient medical conditions.
4. Determine need for consultation and assist in medical care and treatment provided at the direction of other specialists.
5. Participate in other care procedures according to training and demonstrated ability.
6. Provide supportive and definitive care to patients with primary care appropriate medical conditions, based on documented and demonstrated proficiency.
7. Manage primary care services, formulate plans and procedures for operating outpatient services directed toward health maintenance as patient's primary care provider.
8. Responsible for the directing and supervising the clinical staff as appropriate.
9. Determine needs for and advise on kind and quality of medical supplies and equipment if applicable.
10. Responsible for coordinating medical care with internal and external medical specialties as needed.
11. Assist the Associate Medical Director and/or Chief Medical Officer in establishing medical policies, quality improvement procedures, evaluating current practices, policies and procedures.
12. Recommend changes in all clinical areas and/or in general areas to improve the patient flow, medical records, billing practices, and appointment practices.
13. Responsible for personal full compliance with all applicable federal, state, local and center rules, regulations, protocols and procedures governing the practice of medicine and the clinical provision of medical care as well as those relating to, but not limited to, personnel issues, workplace safety, public health, and confidentiality.
14. On a temporary basis, may be required to work at any satellite facility.
15. Contribute to team effort by assisting other departments as needed and while maintaining confidentiality of VHT's business.
16. Work cooperatively with all staff members and outside sources in a professional manner to deliver a high level of service.
17. Observe and practice all VHT Patient Experience Service Standards as outlined in "World Class Practices: My Commitment to Care (which I have read and signed). Practice CICARE when interacting with patients, their families, visitors, or internal customers.
18. Practice CICARE phone etiquette during all phone interactions.
19. Always exercise courtesy whenever patients, family members, visitors and co-workers are present.
20. Respect privacy and dignity of our patients, family members, visitors and co-workers.

21. Maintain professionalism in the presence of patients, their families, visitors and co-workers.
22. Act as a role model, verbally and behaviorally demonstrating skill, enthusiasm, positive problem solving, commitment and loyalty to the profession and the organization.
23. Engage as a member of the care team caring for individuals in the community
24. Prep for and lead daily huddles
25. Promote and educate on evidence-based preventive care, chronic care needs, and self-management support
26. Deliver clinical screening tests and immunizations
27. Follow applicable regulations: Joint Commission, OSHA, HIPAA, and CLIA.
28. Serves and protects the practice by adhering to professional standards, policies and procedures, federal, state, and local requirements, and The Joint Commission Accreditation of Healthcare Organization standards.
29. Perform other related duties, which may be inclusive, but not listed in the job description.

**MINIMUM QUALIFICATIONS:**

1. Graduate from an accredited medical school
2. Current Board Certification
3. Current California Physician's license
4. Current Basic Life Support card
5. Current DEA certificate
6. Modern office practices and procedures (including email)
7. Must show professionalism at all times especially when working with patients
8. Fluent conversational English/Spanish preferred
9. Ability to be flexible with work schedule and available to work at all site locations
10. Must have own transportation, valid California Driver's License and current proof of automobile insurance coverage
11. Demonstrated ability to provide world-class patient experience using CICARE principles and practices. Ability to be proactive and to go above and beyond the call of duty; take initiative to provide a world class patient experience in all encounters via email, phone or in person

**TYPICAL WORKING CONDITIONS:** The office setting is a normal work environment. Occasionally work during early morning, evening or weekend. May be subjected to temperature variances in the office.

**TYPICAL PHYSICAL DEMANDS:** Requires sitting, standing, or walking for up to eight hours a day. Some bending, stretching, or reaching may be necessary. Lifting up to 40 pounds may be required on occasion. Vision must be correctable to 20/20 and hearing must be in the normal range for telephone contact.

**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 may come in contact with hazardous equipment such as liquid nitrogen, cleaning agents, and sharps. The noise level in the work environment is usually moderate but may become excessively loud with the increased patient flow during a busy clinic day.

I, the employee, understand the responsibilities and standards of my position as listed above, and I agree to fulfill them to the best of my ability. I understand I am an at-will employee and can be terminated at any time with or without cause. I also understand the Valley Health Team Inc. will not be responsible in any manner for termination's which are due to defunding of Federal or State Contracts. I also agree that the VHT Board of Directors have the right to modify the Personnel Policies which govern my employment at any time.

This organization is an Affirmative Action Equal Opportunity Employer. It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, or other protected classification.

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Employee's Signature

\_\_\_\_\_  
Date