

PONDEROSA PEDIATRICS P.L.C.
JOB DESCRIPTION

POSITION TITLE: Pediatrician

REPORTS TO: Practice Administrator

DATE WRITTEN: May 18, 2010

POSITION GOAL:

The primary purpose of this position is to provide high quality pediatric medical care, serve patients and the community through preventative medicine, counseling, and education, and to advance and support the goals and objectives of the Practice by working cooperatively and compassionately to effectively and efficiently assess, plan, and provide comprehensive patient care independently or in autonomous collaboration with the Medical and Administrative Staffs.

NATURE AND SCOPE:

This position is an essential and highly visible position within the Practice that requires close working relationships with the Medical, Administrative, and Support Staffs to safely, effectively and efficiently provide comprehensive medical care to pediatric patients.

The incumbent receives very general guidance with respect to overall objectives. Work is usually quite independent of others, relying on extensive education, experience and professional judgment to plan and accomplish goals. Requires operating within Practice policy guidelines while using independent judgment to achieve assigned objectives.

QUALIFICATIONS:

Successful performance in this position requires a Medical Doctorate, Arizona medical licensure, Board eligibility or certification in Pediatrics, DEA licensure, and ability to meet CME requirements to sustain licensure and Board Certification. The position requires specialty training in and application of advanced concepts, practices, and procedures within Pediatrics. Requires CPR certification, training in neonatal and pediatric advanced life support, and basic to intermediate personal computer skills.

In addition, the incumbent must be able to or possess:

- Read, analyze, and interpret scientific and technical journals, financial reports, legal documents, and most complex documents.
- Ability to respond effectively to the most sensitive inquiries or complaints, including those from the medical community, customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles using original or innovative techniques or styles, and suitable for publication by performing to subscribed style and format.
- Ability to effectively present information and respond to questions from top management, public groups, and/or boards of directors, patients, parents/guardians, Medical, Administrative, and Support Staffs, and external clients, customers, or vendors.
- Ability to add, subtract, multiply, and divide in all units of measure, compute rate, ratio, and percent, to draw and interpret bar graphs, calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume, apply concepts of basic algebra and geometry, and to work with mathematical concepts such as probability and statistical inference.

- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems, deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases, and deal with a variety of abstract and concrete variables.
- Prioritize, organize, and delegate assignments.
- Perform light physical activity of a non-strenuous, productive/technical nature.
- Standing or walking approximately 2/3's of the time, with stooping, kneeling, or crouching, climbing or balancing.
- Manual dexterity sufficient to reach/handle items, work with fingers, and perceive attributes of objects and materials.
- Physical ability to talk, hear, and see with or without reasonable accommodations.
- Physical ability to lift up to 25 pounds with or without reasonable accommodations.

DUTIES AND RESPONSIBILITIES:

- Provide quality and comprehensive medical care to pediatric patient including: physical examinations, interventional assessments, diagnosis, medical decision-making, treatment and counseling of pediatric patients.
- Provide complete and accurate documentation of each medical encounter in the medical record including past history, complaints, current status, growth record, vital signs, diagnosis, medical decision-making, treatment options and selection, and counseling of pediatric patients and their parents/guardians.
- Perform health record reviews.
- Perform in-office procedures (i.e., circumcision, ear lavage, toe nail removal).
- Order and review lab and x-rays results, directing and coordinating appropriate follow-up on test/procedure results and referrals according to Practice protocol.
- Direct, manage or perform in-office specimen collection (i.e., urine clean catch, catheterization).
- Direct, manage, or perform in-office laboratory tests (i.e., quick strep, dip-stick urine), immunizations, allergy shots, vision and hearing tests, peak flow, and SVN treatments according to Practice protocol and document in the medical record.
- Provide health maintenance education to patients and parents/guardians.
- Educate and train medical personnel, i.e., nursing staff, firefighters, EMT, in pediatric procedures and treatment protocols.
- Participate equally in evening or weekend (after office-hours) call with other Providers.
- Supervise physician extenders.
- Attend and contribute to Practice Provider and Executive business meetings and decisions.
- Represent the Practice to the community.
- Complete regulatory, payer-required, and practice-defined forms (i.e., WIC forms) as required.
- Prescribe pharmaceuticals per state regulatory policies.
- Coordinate inpatient/outpatient patient care.
- Continue medical education, meeting requirements for CME to maintain licensing and pediatric certification.
- Maintain active membership at specified hospital(s) and/or other facilities, and participate in pediatric and neonatal/OB committees.
- Provide hospital services to pediatric patients, including attendance at deliveries and performing hospital rounds for assigned patients.
- Contribute to a healthy and positive work environment.
- Provide leadership to others through example and sharing of knowledge/skill.
- Participate in proactive team efforts to achieve departmental and company goals.
- Sustain an organized, safe, and clean work environment.
- Adhere to organizational policies, practices and procedures, including OSHA standards.
- Perform other duties and responsibilities as assigned.