

**Mora Valley Community Health Services, Inc.**  
**JOB DESCRIPTION**

TITLE	<b>Physician</b>	<b>FLSA Status: Exempt</b> <b>Position Type: Regular Full-Time &amp; Part-Time With Contract</b>
DEPARTMENT	Medical	
REPORTS TO	Chief Medical Officer	
SUPERVISES	None	
JOB PURPOSE:	Responsible for the delivery of medical care while coordinating with other management staff to provide consistent quality of care to patients for examination, diagnosis and treatment according to statutory limitations to include: testing and referrals to physicians, writes prescriptions and perform administrative procedures within the scope of expertise, protocols and available equipment	

<b>ESSENTIAL JOB RESULTS</b>	
1.	PROVIDE DIRECT PATIENT CARE AND/OR SUPERVISE MEDICAL TREATMENT
2.	REVIEW MEDICAL HISTORY OF EACH PATIENT REFERRED TO HIM/HER
3.	PERFORM A PHYSICAL EXAM OF EACH REFERRED PATIENT IN ACCORDANCE WITH CLINIC GUIDELINES
4.	PRESCRIBE APPROPRIATE TREATMENT PLAN FOR EACH CLIENT IN ACCORDANCE WITH CHOICES MADE BY THE CLIENT UNLESS MEDICALLY CONTRAINDICATED
5.	ORDER OR EXECUTES VARIOUS TESTS AND ANALYZES DIAGNOSTIC CONDITION OF FOLLOW-UP WITH REFERRED PATIENTS FOR SPECIALTY CONSULTATION AND TREATMENT
6.	DEVELOP, IMPLEMENT AND EVALUATE PLANS OF CARE BASED ON ASSESSMENT OF INDIVIDUAL PATIENTS
7.	SERVE AS A MENTOR, AND MANAGES THE RESOLUTION OF PRACTICE RELATED PROBLEMS OF PROVIDERS AND STAFF AS INDICATED
8.	ENSURE THAT ALL MEDICAL CONSIDERATIONS ARE FOLLOWED ACCORDING TO SATISFACTORY REFERRAL PROCESSES
9.	ASSURE ACCESS FOR CONTINUITY OF CARE THROUGH COORDINATION OF IN-PATIENT ADMISSION
10.	PROMOTE HEALTH BY ADVISING PATIENTS CONCERNING DIET AND MEDICATIONS, AND OFFERS METHODS FOR PREVENTION OF DISEASES
11.	DOCUMENT PATIENT-DOCTOR TRANSACTIONS FOR PROPER RECORD KEEPING AND BILLING
12.	PARTICIPATE IN TEAM APPROACH TO MEET PATIENTS NEEDS
13.	RESPONSIBLE FOR DIRECTING AND SUPERVISING CLINICAL STAFF AS APPROPRIATE
14.	CONSULT, REFER, AND COLLABORATE WITH OTHER MEMBERS OF THE PRIMARY CARE TEAM AND COMMUNITY PROVIDERS

<b>ESSENTIAL JOB RESULTS</b>	
15.	MAINTAIN PROFESSIONAL AND TECHNICAL KNOWLEDGE BY PARTICIPATING IN CONTINUING EDUCATION OR SEMINARS RELATED TO JOB RESPONSIBILITIES
16.	ADHERE TO THE HIGHEST STANDARDS OF MEDICAL PRACTICE, ETHICS, AND PROFESSIONALISM
17.	PERFORM OTHER DUTIES AS ASSIGNED BY THE FUNDING AGENCIES TO CARRY OUT CONTRACTUAL AGREEMENTS AND/OR AS ESTABLISHED BY THE MVCHS BOARD OF DIRECTORS
18.	MUST BECOME FAMILIAR WITH THE FEDERAL AND STATE RULES, REGULATIONS, AND PRACTICES IN A COMMUNITY HEALTH CENTER
19.	MUST BECOME FAMILIAR WITH FEDERAL AND STATE HEALTH CARE PROGRAM REQUIREMENTS AND ASSIST IN CARRYING OUT THESE PROGRAMS
20.	ASSIST IN DEVELOPING THE HEALTH CARE PLAN AND REVIEW OF THE PROGRAM REQUIREMENTS AND RECOMMENDED CHANGES WHEN NECESSARY TO CARRY OUT THE HEALTH PLAN AS REQUIRED
21.	ABILITY TO RELATE TO THE PUBLIC REGARDLESS OF ETHNIC, RELIGION, AND ECONOMIC STATUS
22.	ADHERE TO MVCHS PERSONNEL POLICIES AND PROCEDURES
23.	TRACK AND COORDINATE ROUTINE TASKS
24.	MAINTAIN PROFESSIONALISM AT ALL TIMES TO ENSURE QUALITY AND INTEGRITY
25.	CONTRIBUTE TO TEAM EFFORT BY ACCOMPLISHING RELATED TASKS AS NEEDED OR REQUESTED
26.	ATTEND TRAININGS RELATED TO JOB DUTIES OR EMPLOYMENT THAT IS REQUIRED TO MAINTAIN LICENSES AND/OR CERTIFICATIONS

## **REQUIRED JOB QUALIFICATIONS, SKILLS AND ABILITIES**

### **Job Qualifications**

Education: Graduate from an accredited School of Medicine  
Licensed under the Medical Practice Act to practice medicine in the state of NM, and licensure must be current, full, unrestricted and unencumbered  
Must hold and provide verification of current DEA registration, and current controlled substances registration from the NM Board of Pharmacy

Bilingual English/Spanish Preferred

Experience: Two (2) years' experience in a responsible leadership position in a medical field, preferably in primary health care  
Authoritative knowledge of the principles of practice and principles of general personnel management, and techniques in running a medical practice in a community health center are highly desirable

### **Skills and Abilities**

- Ability to exercise initiative and judgment in selecting proper treatment
- Ability to respond appropriately in emergency situations
- Ability to prepare accurate reports
- Ability to establish and maintain effective working relationships with employees, other departments, and the public
- Knowledge of organization and management
- Ability to communicate ideas and instruction verbally and in writing
- Ability to supervise the work of others

- Ability to exercise poise and tact in all contacts inside and outside MVCHS
- Ability to operate a motor vehicle, which requires a valid driver’s license, and clearance for unrestricted automobile insurance coverage
- Desire and ability to serve the community and its resident
- Share in and contribute to MVCHS mission, vision, and goals

**Working Conditions and Physical Demands**

- Work is performed in an interior medical environment
- Moderate physical activity
- Requires handling average weight objects up to 25 pounds
- Sitting, standing or walking for more than 6 hours per day
- Work environment involves exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment
- Exposure to blood or blood-borne pathogens

**Qualifications for Employment**

- Pre-employment physical examination
- BLS Certification
- Driver’s Record and Defensive Driving Course
- Hepatitis B vaccination series or signed waiver
- Negative tuberculosis test
- Background Investigation
- Drug Testing – Initial and Random

**EMPLOYEE/SUPERVISORY REVIEW**

I have read this job description and understand the requirements of this job and the work to be performed. I agree to perform the duties and responsibilities described. I assert that I am able to perform the essential job functions and meet the requirements of this position. Furthermore; I understand this is not an employment contract.

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Employee’s Signature Date

I have reviewed this job description with this employee and agree that it is an accurate description of the duties and responsibilities to be performed.

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Supervisor’s Signature Date