

**JOB DESCRIPTION**

**POSITION TITLE:**  Pediatrician  **REPORTS TO:** Medical Director

**DEPARTMENT:** Medical **EMPLOYMENT STATUS:** Salary, Exempt – Professional

**LOCATION:** Bellingham

**JOB PURPOSE:**

The pediatrician will provide comprehensive, primary care services to a pediatric patient population in a primary care based community health center. This includes providing well-child, diagnostic and therapeutic medical services while making reasonable and sound medical assessments and treatment plans. This position will also promote pediatric care to our community and collaborate with UCNW’s family practice providers to further develop and integrate pediatrics at Unity Care. UCNW manages patient care using a team-based approach in our interactions with patients and working to achieve state objectives and outcomes.

**JOB QUALIFICATIONS**

**Education and Experience:**

* Graduate from an accredited school of medicine for M.D (Doctor of Medicine) or osteopathy for D.O. (Doctor of Osteopathic Medicine).
* Completion of an accredited residency program in pediatrics.
* Three years’ clinical pediatrics experience preferred, preferably in community health or a similar environment.
* Experience using health care information systems, such as electronic medical records (EMR) and practice management systems, strongly preferred
* Experience working with patients of varying ethnicities, socio-economic levels, and cultures a plus.
* Experience working with patients with complex co-morbidities, including childhood obesity, diabetes, genetic diseases, mental illness and substance abuse, a plus.

**Certification and Licensure:**

* Licensed as a physician with the State of Washington Department of Health and in good standing.
* Board eligible (not to exceed 12 months) or board certified in pediatrics.
* Active DEA certificate with no restrictions and ability to prescribe drugs under schedules 2, 2N, 3, 3N, 4 & 5.
* Certified in CPR, BLS, PALS and neonatal resuscitation.
* Successful completion of UCNW’s credentialing and privileging process upon hire and re-credentialing as appropriate.
* Credentialed and privileged at Peace Health St. Joseph Medical Center, or ability to become credentialed & privileged there.

**Specialized Skills & Knowledge:**

1. Knowledge of the full scope of pediatric primary care.
2. Ability to provide leadership to the health care team.
3. Demonstrated proficiency in computers , including typing and data entry skills
4. Demonstrated proficiency in Microsoft Outlook; proficiency in Microsoft Word and Excel a plus.
5. Ability to read, speak, understand, and write proficiently in English.
6. Ability to effectively communicate, verbally & in writing, with all levels of staff and patients.
7. Ability to keep customer service and the mission of the organization in mind when interacting with clients, co-workers, and others, promoting a positive image for UCNW and fostering an ethical work environment.
8. Ability to maintain strict confidentiality with medical information and conform to HIPAA regulations.
9. Ability to work both independently and as a team in a fast-paced, medical office environment with frequent interruptions, occasional public contact, and occasional crisis situations.
10. Possession of strong problem-solving skills and effective time management skills.
11. Ability to understand and respond effectively and with sensitivity to special populations served by UCNW. Special populations include, but are not limited to, those defined by race, ethnicity, language, age, sex, sexual orientation, economic standing, disability status, migrant, homelessness, seasonal workers, and the uninsured.
12. Ability to perform circumcisions preferred.
13. Knowledge of proper ICD coding preferred.
14. Bilingual in Spanish or Russian a plus.

**Blood-Borne Pathogens Exposure:** Category: I

This position’s roles and functions in our team-based model include:

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| **JOB DUTIES AND RESPONSIBILITIES** | **JOB PERFORMANCE STANDARDS** |
|  |  |
| **Communication:** | 1. Asks for direction when unsure of job expectation. |
|  | 1. Makes suggestions and addresses concerns in a constructive manner. |
|  | 1. Utilizes appropriate channels of communication in problem-solving and conflict resolution. |
|  | 1. Communicates effectively and courteously to all UCNW staff. |
| **Organization & Time Mgmt.:** | 1. Does not allow personal issues to interfere with workload; keeps social interaction with other staff to a minimum. |
|  | 1. Takes and returns from breaks and lunch times in a timely manner. |
|  | 1. Maintains a clean, orderly and professional work area. |
|  | 1. Seeks out appropriate uses of time during non-busy periods. |
| **Safety/CQI:** | 1. Ensures safe work environment and promotes accident prevention. |
|  | 1. Utilizes cause for concern form to identify situations that have an impact on care delivery, safety or customer service. |
| **Work Ethic:** | 1. Consistently demonstrates strict adherence to policies and procedures. |  |
|  | 1. Takes responsibility for own actions and seeks to correct any mistakes. |  |
|  | 1. Consistently reports to work on date and time scheduled. |
|  | 1. Self-initiates and follows through on assignments in a timely manner. |
| **Team Contribution:** | 1. Participates in and supports team meetings, activities, and/or problem solving. |
|  | 1. Promotes positive team work and cohesiveness between all staff. |
|  | 1. Provides constructive and creative recommendations for improvements in own area of responsibility or the clinics system as a whole. |
|  | 1. Acts as a resource, communicates appropriate knowledge, skills and conduct. |
| **Service Excellence:** | 1. Maintains a high level of quality, accuracy and neatness in work performed. |
|  | 1. Remains calm and tactful during stressful situations, emergencies and confrontations. |
|  | 1. Prioritizes customer service and customer satisfaction. |
|  | 1. Demonstrates an awareness of and commitment to the goals and mission of UCNW. |
| **Professionalism:** | 1. Maintains appropriate personal boundaries with clients. |
|  | 1. Accepts supervision and criticism in a constructive manner. |
|  | 1. Maintains professional appearance appropriate for position. |
|  | 1. Maintains organizational and patient confidentiality. |
|  | 1. Demonstrates an ability to adapt to change. |
| **Essential Job Duties and Responsibilities:** | 1. Provide comprehensive, primary care services to a pediatric patient population in accordance with the State of Washington Department of Licensing and professional scope of practice and within privileges granted by UCNW. |
|  | 1. Provide well-child, diagnostic and therapeutic medical services, making reasonable and sound medical assessments and treatment plans. |
|  | 1. Identify, prioritize, and manage patients’ complex health problems, including those related to childhood obesity, diabetes, genetic diseases, behavioral health, and substance abuse of child and/or family members. |
|  | 1. Assess patient needs for specialty referrals, diagnostics, and inpatient care. Refer patients to UCNW dental services for dental care as necessary. |
|  | 1. Provide patients and family members with counseling and education regarding health maintenance, disease prevention, diagnosis, treatment, and need for follow up as appropriate during each patient visit. |
|  | 1. Verify and document that the patient and/or family members understand diagnosis, treatment, and follow-up recommendations. |
|  | 1. Perform accurate and complete documentation in electronic medical records system within 48 hours of patient visit using appropriate ICD coding. |
|  | 1. Perform newborn rounds at hospital when required. |
|  | 1. Participate in patient triage process as needed. |
|  | 1. Perform minor outpatient procedures in accordance with UCNW privileging. |
|  | 1. Prescribe medications as necessary, consulting with on-site pharmacy when needed and referring patients to UCNW pharmacy for prescription dispensing. |
|  | 1. Provide consultation and guidance to other UCNW providers either in person, by telephone, or via EMR system. |
|  | 1. Consult with other health care professionals & specialists at UCNW and in the community as appropriate and applicable. |
|  | 1. Participate in shared call system with other providers. |
|  | 1. Participate in development and utilization of UCNW practice guidelines and procedures. |
|  | 1. Participate in applicable audits and meet standards of UCNW productivity, quality improvement, risk management, and utilization management programs as established by UCNW. |
|  | 1. Participate in peer review process when required. |
|  | 1. Maintain credentials essential for practice including state licensure, DEA certification, board certification, and continuing medical education. Maintain hospital skills and privileges as applicable. Maintain specialized clinical skills as applicable. |
|  | 1. Attend staff meetings and in-service workshops and participate in agency committee or task force activities when required. |
|  | 1. Assist in development and integration of the pediatric program at UCNW, incorporating the Patient Centered Medical Home model. |
|  | 1. Promote pediatric care to our community by representing UCNW at applicable community meetings and functions and maintaining contacts in the community to enhance public relations with area providers and community groups. |
|  | 1. Perform other duties as assigned. |

**In a typical day, this job involves the activities listed below. Indicate the frequency of performance of each activity by placing a check mark (✓) in the appropriate column.**

**R = rarely *(less than 0.5 hour per day)***

**O = occasionally *(0.5 to 2.5 hours per day)***

**F = frequently *(2.5 to 5.5 hours per day)***

**C = continually *(5.5 to 8 hours per day)***

**NA = not applicable**

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| **Physical Activity** | **R** | **O** | **F** | C | **NA** | **Describe any job duty which requires repetition or a unique application of the activity.** |
| Sitting |  |  | X |  |  |  |
| Stationary standing |  | X |  |  |  |  |
| Walking |  |  |  | X |  |  |
| Ability to be mobile |  |  |  | X |  |  |
| Crouching (bend at knee) |  |  | X |  |  |  |
| Kneeling/crawling |  | X |  |  |  |  |
| Stooping (bend at waist) |  | X |  |  |  |  |
| Twisting (knees/waist/neck) |  |  | X |  |  |  |
| Turning/Pivoting |  |  | X |  |  |  |
| Climbing |  | X |  |  |  |  |
| Balancing |  | X |  |  |  |  |
| Reaching overhead |  |  | X |  |  |  |
| Reaching extension |  | X |  |  |  |  |
| Grasping |  |  |  | X |  |  |
| Pinching |  |  |  | X |  |  |
| Pushing/Pulling: |  | X |  |  |  |  |
| Typical weight:  Circle the appropriate weight in pounds  1-10 **11-20** 21-30 31-40  41-60 61-80 81-100 >100 |  |  |  |  |  |  |
| Maximum weight:  Circle the appropriate weight in pounds  1-10 11-20 **21-30** 31-40  41-60 61-80 81-100 >100 |  |  |  |  |  |  |
| Lifting/Carrying: |  |  | X |  |  |  |
| Typical weight:  Circle the appropriate weight in pounds  **1-10** 11-20 21-30 31-40  41-60 61-80 81-100 >100 |  |  |  |  |  |  |
| Maximum weight:  Circle the appropriate weight in pounds  1-10 11-20 **21-30** 31-40  41-60 61-80 81-100 >100 |  |  |  |  |  |  |
| Other physical activities |  |  |  | X |  | Keyboarding & data entry |
|  |  |  |  |  |  |  |
| **Sensory Activities** | **R** | **O** | **F** | **C** | **NA** | **Describe any job duty which requires repetition or a unique application of the activity.** |
| Talking in person |  |  |  | X |  |  |
| Talking on telephone |  |  | X |  |  |  |
| Hearing in person |  |  |  | X |  |  |
| Hearing on telephone |  |  | X |  |  |  |
| Vision for close work |  |  |  | X |  |  |
| Other sensory requirements |  |  |  |  | X |  |

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| **Environmental Factors** | **SPECIFY** | | | | | |
| Safety requirement:  -clothing  -required safety equipment  -activities performed |  |  |  |  |  | Bloodborne pathogen protection, e.g. mask, face shield, gloves and gown as necessary. |
| Exposures:  -fumes  -chemicals  -blood or other bodily fluids  -cold/heat  -dust |  |  |  |  |  | Fumes – Chemical alcohol, toluene, anesthetics, nitrous oxide  Chemicals – Alcohol, toluene, anesthetics, detergents  Blood or other bodily fluids |
| Operation of equipment, vehicles or tools |  |  |  |  |  | Vehicle, cast saw, hyficator, drills, cryo (liquid nitrogen) |
| Required infection control standards |  |  |  |  |  | Category 1 |
| Other environmental factors |  |  |  |  |  |  |

I, the undersigned, acknowledge that I have read the above job description and agree that it defines the position as it currently exists. The undersigned also understand that the above is intended to describe the general content of and requirements for performance of this job. It is not to be considered as an exhaustive statement of duties, responsibilities, or requirements and does not limit the assignment of additional duties at the discretion of the supervisor.

**Employee Signature: Date:**

**Supervisor Signature: Date:**