Western Sierra Medical Clinic
Job Description

OB/GYN
Obstetrician/Gynecologist

JOB TITLE: OB/GYN

REPORTS TO: Chief Medical Officer

SUPERVISION RECEIVED FROM: Chief Medical Officer

SUPERVISION EXERCISED: Medical Supervision

EDUCATION and/or EXPERIENCE:
1. Graduation from an approved medical school.
2. Completion of an OB/GYN residency program (minimum of 4 years in length) that is accredited by the American Council for Graduate Medical Education (ACGME).
   a. Rotations divided between obstetrics, gynecology, gynecologic oncology, reproductive endocrinology, and ultrasonography.
   b. Experience in primary and preventive care role for the equivalent of at least 6 months of the residency, including inpatient and ambulatory care; diagnosis and management of breast disease and lower urinary tract dysfunction; performance and interpretation of diagnostic pelvic and transvaginal ultrasound.
   c. Increase in patient responsibility with each year of training.
   d. Serving as chief (senior) resident during final year of residency.

GENERAL STATEMENT OF DUTIES: Provides medical and surgical care to women with a focus on pregnancy, childbirth, and disorders of the reproductive system. This includes preventative care, Pap test screening, family planning, management of pregnancy, labor, and puerperium (the time-period directly following childbirth), and the diagnosis and treatment of disorders and diseases.

DUTIES: (This list may not include all of the duties assigned.)
1. Direct Patient Services
   a. Provides direct outpatient and nursing home medical services in the areas of obstetrics and gynecology.
   b. Refers patients to appropriate specialty care as appropriate, and ensures appropriate communication and follow-up with specialty care providers.
   c. Ensures appropriate medical, laboratory, and diagnostic follow-up on patients for whom services are provided.
   d. Communicates effectively and in a timely manner with patients regarding their health/illness, empowers patients to take an active role in health maintenance, and promotes wellness behaviors in patients.
   e. Participates in the Health Center’s 24-hour on-call and hospital coverage system, and covers clinical responsibilities for colleagues not on duty.
2. Clinical Supervision of Mid-level Providers, Nursing Staff, and Trainees
a. Provides clinical supervision of mid-level providers through as-needed case consultation and scheduled chart review.
b. Provides clinical supervision for nursing staff as needed and as assigned for triage, medication refills, referrals, nursing services visits.
c. Provides appropriate teaching to trainees such as medical students, resident physicians, mid-level provider students, and nursing students.

3. Continuing Medical Education
   a. Participates in continuing medical education appropriate to Community Health Center practice, and in quantity sufficient to meet requirement for continued professional licensure and board certification.
   b. Participates in developing and presenting appropriate continuing medical education sessions for Community Health Center staff members.

4. General
   a. Attends staff, departmental, and interdepartmental team meetings as assigned/applicable.
   b. Position requires:
      • Ability to obtain license to practice medicine in the state of California
      • Board eligible or board certified obstetrics and gynecology.
      • Admitting/Consult privileges in a local hospital/medical center.
      • Ability to effectively clinically supervise mid-level providers.
      • Ability to provide high-quality, cost-effective health care to patients of all ages and both genders, with a high degree of patient satisfaction.
      • Ability to work effectively with co-staff members in cooperative decision-making.
      • Ability to work effectively with staff members and patients from a variety of ethnic, political, and socioeconomic backgrounds.
      • Willingness to work flexible hours.
      • Ability to work independently to solve problems creatively and with initiative.
      • Commitment to supporting the mission and principles of the Community Health Center.

5. Documents all pertinent information in patient’s electronic medical record according to Western Sierra Medical Clinic's Policies and Procedures.

6. Upholds Western Sierra Medical Clinic's Policies and Procedures, infection control standards, applicable state, federal and local laws.

7. Quality Improvement Duties:
   a. Participates in quality improvement activities;
   b. Participates as assigned in interdepartmental quality improvement team efforts; and
   c. Contributes to overall Community Health Center efforts in quality improvement towards higher-quality, more cost-effective health care for patients and improved quality of work-life for staff members.

8. Other duties as assigned.

GENERAL SKILLS:
Ability to problem solve and use good judgment on a case by case basis. Must demonstrate awareness of legal issues in all aspects of patient care and manage situations to reduce risk to the organization. Must have the ability to anticipate and organize workflow, prioritize and follow through on responsibilities.

HUMAN RELATIONS SKILLS:
Able to effectively communicate with, and promote cooperation between, multiple people including: patients and their families; physicians, nurses, social workers, etc. Able to communicate effectively
and maintain composure among patients with complex mental, emotional or medical needs or among patients who are angry, frustrated or confused.

**IMPACT OF ERROR:**
Must be thorough and accurate. Errors could directly impact patients’ health. Substandard performance could impact the practice, patient health, patients’ satisfaction and the organization’s reputation. Improper care could also result in malpractice suits.

**INTERPERSONAL RELATIONSHIPS:**
1. Interacts effectively with other departments of the clinic to accomplish departmental functions.
2. Represents the organization in a professional manner when dealing with patients and the public.
3. Assertively and professionally works to resolve difficult interactions with physicians, co-workers, visitors, or personnel from other departments; uses chain of command to promptly address departmental operational concerns and unresolved issue with others.
4. Addresses cultural, religious and other special needs of patients, families and staff.

**KNOWLEDGE, SKILLS AND ABILITIES:**
Able to effectively relay information to patients, families and staff, fostering a team approach and helping them feel in charge of their health care. Aware of location of emergency equipment and able to participate in a code by providing basic life support (or advanced life support if certified) within scope of practice. Aware of and practices infection control techniques in accordance with OSHA standards. Uses universal precautions. Utilizes good safety precautions and is able to implement fire evacuation plan.

**LANGUAGE SKILLS:**
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of patients or employees of organization.

**MATHEMATICAL SKILLS:**
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**PERSONAL RESPONSIBILITIES:**
1. Observes established policies and procedures, including: confidentiality, safety, infection control and other environmental regulations.
2. Works collaboratively with others towards improving organizational performance and supports goals and objectives of the organization.
3. Meets organizational standard for attendance, punctuality and use of break times.
4. Maintains and enhances competency through in-services, staff meetings and educational programs.
5. Observes dress code per organizational and departmental standards.

**REASONING ABILITY:**
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**RESOURCE UTILIZATION:**
Appropriate use and knowledge of equipment and supplies. Use of computer system to access information.

SYSTEMS AND OTHER DATA:
Maintains confidentiality of all patient related data according to HIPAA regulations. Ensures confidentiality in handling and transporting patient documents.

TYPICAL PHYSICAL DEMANDS:
Requires full range of body motion including handling and lifting patients, manual dexterity, and eye coordination. Work may require standing, walking or sitting for long periods of time; also stooping, bending, walking and stretching during patient care. Occasionally lifting files, equipment or assisting with supporting patients up to 50 pounds. Required manual dexterity sufficient to operate a keyboard, mouse, telephone and medical equipment including point of care testing equipment and medical instruments such as hemostats and suture removal equipment. Requires vision and hearing corrected to normal range. Intermediate level computer skills are required. It is necessary to view and type on computer screens for long periods and to work in a fast paced environment.

TYPICAL PROBLEM SOLVING:
Evaluating patient-related situation and determining appropriate action. Brings problem to other provider or supervisor to solve if needed.

TYPICAL WORKING CONDITIONS:
Work will involve frequent contact with patients and other health care professionals. Interaction with others can be constant and interruptive. Contact will involve dealing with people with illnesses, both acute and chronic. Frequent exposure to potential communicable diseases, toxic substances, medicinal preparations, bodily fluids and other conditions common to a primary care clinic environment.