

COVENANT COMMUNITY CARE

"I WAS SICK AND YOU LOOKED AFTER ME"

MATTHEW 25:36

□ 559 W. Grand Blvd., Detroit, MI 48216, (313) 554-1095

□ 1700 Waterman, Detroit MI 48209 (313) 841-1699

TITLE: PHYSICIAN IN CHARGE

REPORTS TO: COVENANT COMMUNITY CARE MEDICAL DIRECTOR
AND THE RESPECTIVE BEAUMONT DEPARTMENT CHAIR.

SUPERVISES: NURSE PRACTITIONERS, PHYSICIAN ASSISTANTS,
NURSE CLINIC MANAGER, STUDENTS, EXTERNS

REVISION DATE: 3-2-2010

GENERAL DESCRIPTION:

The physician in charge is responsible for the coordination of clinic activities such that the delivery of medical services promotes efficient and effective medical care according to the mission, vision and goals of Covenant Community Care, Inc. Will serve as liaison between Beaumont Hospital and Covenant Community Care to assure quality and a smooth transition for patients between these two care settings.

SPECIFIC DUTIES:

1. Supervises entire clinic's medical team.
2. Precepts midlevel providers as necessary, and cosigns notes as required for mid-level providers and all trainees that interact with provider's patients or during provider's actual clinic time and utilizes an Evidence Based Medicine approach wherever feasible.
3. Delivers primary health care and other health services to designated consumers of outpatient services.
4. Serves as a Spiritual leader in the organization, actively pursuing the mission of Covenant Community Care to show and share the love of God, as seen in the good news of Jesus Christ, by providing integrated, affordable and quality health care to those who need it most.
5. Assistants in development and maintenance of medication formulary.
6. Insures appropriate assignment and reassignment of patients to physician, advanced practice nurses and physician assistants.
7. Develops and maintains collaborative agreements with nurse practitioners.
8. Performs physician activities as privileged and assigned.

9. Provides consultation and health education.
10. Dispenses medications as licensed.
11. Renders first aid as necessary.
12. Advocates for client's best interest and makes appropriate recommendations and referrals for follow-up with health service providers in the community to meet the needs of consumers.
13. Provides back up assistance to medical team to administer injections, draw blood, and take lab specimens as necessary.
14. Reviews and responds to lab results, medical records and other patient results as part of the healthcare team.
15. Serves assigned "on call" days, and carries and answers pager as assigned.
16. Documents services delivered in a timely, accurate and prescribed manner, in compliance with the Covenant Community Care's Quality Assurance Plan.
17. Adheres to the Policies and Procedures, standards for service delivery and Code of Ethics established by Covenant Community Care, Inc.
18. Ensure that the program meets all requirements. Prepare all necessary reports and prepare for any inspections.
19. Serves on Covenant Community Care and or Beaumont committees, working groups, and other bodies as assigned.
20. Must be a member or be able to obtain membership on the Beaumont Medical Staff.
21. Performs other duties as assigned by the Team Leader
22. Participates in patient satisfaction survey coordination and assessment, peer review and quality improvement activities.
23. Participate in quality control of all professional activities of physicians and paramedical staff including but not limited to:
 - a. Provider scheduling
 - b. Credentialing
 - c. Periodic assessment of competencies
 - d. Evaluation of provider productivity
 - e. Provider and staff evaluations
 - f. Medical audits / Chart audits
 - g. Coding and documentation compliance
24. Maintains all required licenses for clinic including CLIA waiver and dispensing licenses.
25. Generates required reports for Medical Director as assigned

26. Participate in recruiting activities to attract and match top medical staff

KNOWLEDGE, SKILLS AND ABILITIES:

1. Minimum of three years post-residency practice experience. Competence in general patient care (including hospital and outpatient settings) demonstrating expertise in family oriented, comprehensive, continuity of care. Experience with common office procedures.
2. Experience and demonstrated abilities for working in a multi-cultural setting.
3. Ability to function effectively as part of a professional team delivering healthcare in a community setting.
4. Flexibility in days and hours available for scheduled work.
5. Excellent teaching and communication skills
6. Ability to organize and prioritize work appropriately

MINIMUM QUALIFICATIONS:

1. Possession of a Bachelors Degree and a Doctor of Medicine or Osteopathic Medicine.
2. State of Michigan licensure as an MD or DO.
3. Maintains up to date BLS certification
4. Maintains privileges at other local hospitals as required and assigned
5. Maintains certification in area of specialty, if applicable
6. Maintains credentials at all accepted insurance plans and HMOs

EVALUATION PROCEDURES

1. Peer review, feedback and evaluations
2. Team Leader evaluations
3. Patients' evaluations
4. Productivity benchmarks

As a Community Health Center providing primary and some specialty care, we are commissioned by our Board of Directors to provide life saving, life sustaining, and life enhancing care to the communities in which we serve. In keeping with this mandate, we use our resources, and those entrusted to us to promote quality essential care.

Some cosmetic procedures, some procedures that do not enhance or maintain life such as insertion of IUD which have not been shown to prevent fertilization, so called “morning after pills” which are controversial in their mechanism of action and abortions are disallowed by the directives under which we operate.

Chronic pain management and subspecialty care is referred to those trained specifically in those areas. Medication not on the formulary should be cleared by the Medical Director before dispensing.

Working Conditions

Clinical setting

OSHA Category 1 – Involves exposure to blood, body fluids, or tissues.

Acknowledgment

I have read and understand my job description, and I have discussed my job requirements and responsibilities with my team leader.

Employee Name

Employee Signature

Date

Team Leader Name

Team Leader Signature

Date

KEY:
OSHA Category 1 – Involves exposure to blood, body fluids, or tissues.
OSHA Category 2 – Involves no regular exposure to blood, body fluids, or tissues, but may require unplanned tasks that involve exposure to blood, body fluids, or tissues.
OSHA Category 3 – Involves no regular exposure to blood, body fluids, or tissues, and tasks that involve exposure to blood, body fluids, or tissues are not a condition of employment.