

## POSITION DESCRIPTION

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**Position Title:** Pediatrics Preceptor - Faculty      Revised: April 2022

**Employment Status:** 1.0 FTE

### POSITION PURPOSE:

The primary responsibility of the Family Medicine Faculty Preceptor is training and supervision of resident physicians and medical students in caring for patients at the clinical site

### QUALIFICATIONS:

MD or DO degree from an accredited medical school  
Specialty Board Certification in family medicine (AOA or ABMS)  
Licensed to practice medicine in the state of Michigan  
Have at least 3 years of GME experience following completion of residency training

### ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Examine children regularly to assess their growth and development. Examine patients to assess general physical condition.
2. Treat children who have minor illnesses, acute and chronic health problems, infections, injuries, and growth and development concerns.
3. Prescribe or administer treatment, therapy, medication, vaccination, and other specialized medical care to treat or prevent illness, disease, or injury in infants and children.
4. Advise patients, parents or guardians, and community members concerning diet, activity, hygiene, and disease prevention.
5. Provide health and wellness advice to patients, program participants, or caregivers.
6. Order medical diagnostic or clinical tests. Explain procedures and discuss test results or prescribed treatments with patients and parents or guardians. Explain medical procedures or test results to patients or family members.
7. Monitor patients' conditions and progress and reevaluate treatments as necessary. Monitor patient progress or responses to treatments.
8. Plan and execute medical care programs to aid in the mental and physical growth and development of children and adolescents.
9. Conduct supervision, instruction, and training of pediatric residents and medical students in the ambulatory setting
10. Participate in Quality Improvement activities of the clinical practice, to assure highest quality and safety of care.
11. Facilitate implementation of PCMH standards and measures to assure designation as PMCH.
  - a. HEDIS measures
  - b. Patient experience measures
  - c. Continuous quality improvement projects and chart reviews (resident participation)
12. Conduct Ambulatory teaching with residents, students, and patients seen in the practice, ensuring continuity of patient care over the span of the residency training period.
13. Participate in patient care meetings on a daily basis (morning huddle).
14. Participate in didactic presentations of core curriculum as it relates to ambulatory care
15. Models and teaches evidence-based clinical practice
16. Models and assures appropriate resource utilization of services and resources
17. Supervises residents procedural training and assesses competency.
18. Ensures timely completion of outpatient clinic resident assessments

19. Attends and participates in clinic conferences and case discussions.
20. Reviews all clinical documentation for accuracy and completeness, and supervises coding and billing functions.
21. Ensures timely completion of all patient records
22. Ensures appropriate patient data collection and recording, as well as patient assessments and management plans
23. Ensures proper follow up of abnormal labs, x-rays and consults that have been ordered by the residents. Must review results and sign off on all results.
24. Ensure that all preventive medicine guidelines are followed
25. Ensures that all clinical guidelines are followed