



POSITION DESCRIPTION

Position Title: Family Medicine Physician

Date: June 2024

Written/Revised

Reports To: Medical Director

Department: GME

Type: Exempt

POSITION PURPOSE:

Examine, treat, and diagnose patients and help in preventing diseases and illness complications. Work with the clinical care team including the Clinical Practice Manager, Community Health Worker, and Nurse Practitioner. Under the direction of the Residency Program Director; organize, implement, and supervise all aspects of the resident clinical experience at the clinical site and ensure compliance with all ACGME/RRC clinical site criteria and standards including the Clinical Learning Environment Review.

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 and treat patients in the clinical healthcare settings
2. Supervision, instruction, and training of residents and medical students in the ambulatory setting
3. Participates in Quality Improvement activities of the clinical practice.
4. 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
5. Participate in didactic presentations of core curriculum as it relates to ambulatory care
6. Ensure timely completion of outpatient clinic resident assessments
7. Models and teaches evidence-based clinical practice
8. Models and assures appropriate resource utilization of services and resources
9. Supervises residents procedural training and assesses competency
10. Attends and participates in clinic conferences and case discussions
11. Reviews all clinical documentation for accuracy and completeness, and supervises coding and billing functions
12. Ensures proper follow up of abnormal labs, x-rays and consults that have been ordered by the residents
13. Must review results and sign off on all results
14. Ensure that all preventative medicine guidelines are followed

WORKING CONDITIONS:

1. Must be able to work a flexible schedule including some evenings and weekends (per agency requirements).
2. Able to complete duties under stress, deadlines, and while attending to multiple duties simultaneously.

EXEMPT STATUS:

This position is exempt from overtime pay provisions of the Federal Fair Labor Standards Act.

The above job description is for informational purposes only and is not intended to be all inclusive or limiting as to specific duties.

Employee

Signature:

Date:
