

HUMBOLDT SENIOR RESOURCE CENTER

Job Description

JOB TITLE: Primary Care Physician (PCP)
DEPARTMENT: Redwood Coast PACE
REPORTS TO: Medical Director
FLSA STATUS: Exempt/Salary
APPROVED: **August 2020**

JOB SUMMARY: Under the general supervision of the Medical Director, works in collaboration with the Clinic team and assumes responsibility for primary care of Redwood Coast PACE participants.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Performs initial assessment, including comprehensive history and physical, of assigned participants at intake, and at least quarterly in cooperation with family member and/or caregiver and Interdisciplinary Team (IDT) members.
2. Develops and implements a therapeutic Plan of Care at least quarterly and when participant conditions change. Monitors Plan of Care on an ongoing basis. Presents and coordinates the Plan of Care with the IDT.
3. Helps ensure that participants experience a smooth transition into Redwood Coast PACE by coordinating with previous medical providers.
4. Provides evaluation, treatment, and ongoing monitoring of episodic illness.
5. Refers participants to medical specialist as indicated with IDT input.
6. Provides oversight of hospitalized participants (in collaboration with a hospitalist as appropriate) including, but not limited to providing primary care responsibilities for management, providing updates to the team on a regular basis, judiciously utilizing medical specialty consultants, and coordinating discharge planning with the IDT.
7. Provides primary care to participants in a manner consistent with professional standards and regulation including, but not limited to providing regular visits, performing telephone contacts with nursing home staff as required, and admitting to hospital as necessary.
8. Collaborates with internal Nurse Practitioners by providing consultation and medical leadership.
9. Participates as an active member of the IDT by attending Intake and Assessment IDT meetings, family meetings and clinical case conferences, consulting with Nurses and other team members as medical care issues arise, and attending team and other meetings, as applicable.
10. Provides on-call medical coverage to participants after normal Clinic business hours.
11. Participates actively in Redwood Coast PACE Quality Assessment and Performance Improvement (QAPI) activities.
12. Works closely with Redwood Coast PACE Nurse Practitioners and Registered Nurses to provide clinical care. Assigns, orders, and delegates appropriate nursing interventions to Registered Nurses, as determined by the participant's Plan of Care.

13. Participates in primary care program development and implementation as determined by the needs of Redwood Coast PACE.
14. Understands fiscal issues and is appropriately involved in meeting budget targets.
15. Complies with safety policies and procedures, including identifying and immediately reporting unsafe acts or conditions to the Medical Director and Director of Redwood Coast PACE. Takes necessary measures to ensure a safe environment.
16. Consistently meets or exceeds Redwood Coast PACE targets for productivity.
17. Continually seeks better ways for delivering services and communicating with participants.
18. Continually meets or exceeds Redwood Coast PACE customer services targets.
19. Understands the importance of community involvement and participates as appropriate in activities that link Redwood Coast PACE to the community.
20. Effectively collaborates with staff peers and contractors to meet Redwood Coast PACE goals and further success.
21. Complies with all policy and procedures of Redwood Coast PACE.
22. Makes home visits as needed in coordination with the IDT.
23. Participates in the process of teaching, training, and mentoring student interns, and volunteers working within the program area.

EDUCATION &/or EXPERIENCE:

1. Graduate of an accredited School of Medicine. Board certified in Internal Medicine or Family Practice. Board certification granted by the American Boards of Internal Medicine and Family Practice. Certificate of Added Qualifications in Geriatric Medicine (CAQ) preferred.
2. At least two (2) years of experience caring for seniors, with a minimum of one (1) year working with frail elderly in a long-term care setting. Experience working as part of an IDT preferred.

LICENSES OR CERTIFICATES:

1. Licensed by the California Medicine Board to practice medicine in California. Member of the American College of Physician Executives. Medical Directors Certification preferred.
2. Valid California Driver's License, good driving record, and personal auto liability insurance required. Must have a personal vehicle in good driving/operating condition, insured for State minimum liability requirements, and that can be used for the applicable job functions noted above.

PRE-SCREENING REQUIREMENTS:

1. Requires clearance of a DOJ and FBI criminal history background check, pre-employment physical, and PPD skin test.

JOB SKILLS:

1. Medical knowledge and skills necessary to treat participants and manage complex clinical situations.
2. Knowledge and experience working with physical, social, and mental health programs operating within a licensed health facility or clinic.
3. Ability to deliver comprehensive, interdisciplinary geriatric care.
4. Ability to provide care for the frail and elderly and interest in working with elderly and disabled adults to enhance and encourage their independence.
5. Demonstrates respect for and promotes participants rights including dignity, self-determination, access to care, confidentiality, and independence.
6. Ability to function effectively within a multi-service, community-based nonprofit agency.
7. Ability to comply with program requirements and applicable government regulations.
8. Sound verbal and written communication skills to convey information effectively and openly with other team members on the status of participants and their needs.
9. Excellent interpersonal skills and ability to maintain a positive attitude and balance in work relationships including team-building, successful negotiation, and conflict resolution.
10. Ability to use good judgment, resourcefulness, flexibility, and problem-solving skills.
11. Ability to provide leadership, work independently, and interact effectively with the ID, a diverse team consisting of various occupations.
12. Possesses Strong organizational skills.
13. Ability to prioritize and complete duties within an agreed upon time frame, adjust personal schedule as required, and adapt appropriately to changes in priorities and workload.
14. Ability to incorporate an understanding of detailed requirements in work activities. Ability to develop and implement action plans. Ability to collect and analyze data.
15. Ability to coordinate, advocate, and cooperate with other agencies for seniors with tact and diplomacy.
16. Ability to speak to public and private community groups about agency programs and to participate in various outreach and fundraising efforts as required.
17. Strong basic computer skills (Microsoft Outlook, Word, Power Point, and Excel). Ability to navigate, use, and maintain database software programs.

SUPERVISORY REQUIREMENTS:

1. This position has no Supervisory requirements.

PHYSICAL REQUIREMENTS:

1. Physical abilities sufficient to move between different staff work areas, communicate with co-workers and the public, operate a computer, produce reports, talk on the telephone, and travel to other agency worksites.

ANALYSIS OF PHYSICAL DEMANDS:

Key (Based on typical week): **N**=Never; **R**=Rarely (Less than 1 hour per week); **O**-Occasional (1%-33% of time); **F**=Frequent (34%-66% of time); **C**=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
Lifting/Carrying						Twisting/Turning					
Under 10 lbs.				X		Reach over shoulder		X			
11-20 lbs.			X			Reach over head			X		
21-50 lbs.		X				Reach outward				X	
51-100 lbs.	X					Climb		X			
Over 100 lbs.	X					Crawl	X				
						Kneel		X			
Pushing/Pulling						Squat					
Under 10 lbs.				X		Sit				X	
11-20 lbs.				X		Walk-Normal Surfaces				X	
21-50 lbs.			X			Walk-Uneven Surfaces				X	
51-100 lbs.			X			Walk-Slippery Surfaces		X			
Over 100 lbs.	X					Stand				X	
Other						Driving					
Keyboard/Ten Key				X		Automatic Trans				X	
Fingering (Fine dexterity)				X		Standard Trans				X	
Handling (grasping, holding)				X							
Repetitive Motion-Hands		X									
Repetitive Motion-Feet				X							

The above statements are intended to describe the general nature of work performed. They are not to be considered an exhaustive list of all job tasks performed. The agency reserves the right to change job descriptions, work hours or work sites as required by the program.

The Humboldt Senior Resource Center is a private, non-profit, multi-purpose senior center providing a continuum of social and health related services. The agency currently holds contracts with the California Department of Aging and Area One Agency on Aging.

The Humboldt Senior Resource Center is an equal opportunity employer. We will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex, sexual orientation, age, religion, physical or mental disability, medical condition, pregnancy, breastfeeding, gender identity, marital status, citizenship status, military or veteran status, genetic information, or other basis protected by applicable Federal or State law.

Employee Signature

Date