

Infant Welfare Society of Chicago

Job Title:	Family Practice Physician	Job Category:	Medical
Department/Group:	Family Primary Services- Women and Pediatrics	Classification:	Contractual
Reports to:	Chief Medical Officer	Travel Required:	0%
Level/Salary Range:		Position Type:	Full Time

Job Description

The Family Practice Physician is responsible for all aspects of well adult care, preventive care, management of chronic illness and acute care as well as assists in quality assurance assessments and Title X compliance. Provides all aspects of well and sick care to the pediatric patients of IWS and assists as needed in Quality Assurance Assessments.

Essential Functions

TO PERFORM THIS JOB SUCCESSFULLY, AN INDIVIDUAL MUST BE ABLE TO PERFORM EACH ESSENTIAL DUTY SATISFACTORILY. THE REQUIREMENTS LISTED BELOW ARE REPRESENTATIVE OF THE KNOWLEDGE, SKILL, AND/OR ABILITY REQUIRED. **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

- Provides well adult/preventive care and acute care of management of contraception, management of gynecologic problems, management of chronic conditions, interpretation of diagnostic tests, and follow-up for all patients in the adult clinic.
- Provides well child care, acute care and follow-up for all patients in the Pediatric Clinic.
- Participates in quality assurance assessments periodically (including abnormal pap management and mammography follow up)
- Reviews laboratory results, consultant examinations, and emergency room dispositions and follow-up on those requiring intervention.
- Supervises dispensing of medication from the women’s and pediatric clinics
- Consults with nurses and other staff members on handling triage calls or walk-ins.
- Participates in specific programs as of the clinic as assigned by the Chief Medical Officer.
- Participates in the on-call rotation for the clinic with other providers.
- Assists in education of patients, residents, medical students, nurse practitioners, and other staff.
- Participates as needed to ensure compliance for IWS funding and grant requirements.
- Appropriately documents all findings concisely and completely utilizing the electronic medical records system. Uses all forms correctly. Entries dated and signed. Documentation must be legible.

Other Duties

- Participates in clinic and staff meetings and other duties as assigned by the Chief Medical Officer.
- May be required to perform colposcopy’s

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Qualifications and Education Requirements

- M.D /D.O. Degree, and Board-certified or Board eligible in Family Practice
- 1-2 yrs. Clinic experience

- Valid Illinois license
- Ability to work within a team and take direction
- Must be familiar with the EHR medical charting system
- Strong written and interpersonal communication skills
- Required to speak Spanish and English fluently

Expected Hours of Work

Clinic hours including but not limited to 8:00 am to 8:00 pm. Hours may vary. Ability to work flexible and extended hours as needed.

Supervisory Responsibility

This position has no supervision responsibility

Equipment

Usual adult clinic medical equipment, such as stethoscope, otoscope, ophthalmoscope, speculum, etc. Usual pediatric office medical equipment, such as a stethoscope, otoscope, ophthalmoscope, tympanometry, spirometer. Computer, printer as relates to electronic medical records system

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Must be able to lift at least 30 lbs.

Work Authorization/Security Clearance

Employees are required to prove that they are authorized to work in the US.

EEO Statement

IWS provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

Reviewed By:		Date:	
Revised:			