



DATE ISSUED: 06/15
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Staff Physician

JOB SUMMARY

Performs professional services in the practice of medicine at the TWU Student Health Center. Responsible for providing primary health care to university students, and university guests when authorized. Work is performed under supervision of the Director of Student Health Services and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Student Health Services

Supervises: Nursing staff

ESSENTIAL DUTIES - *May include, but not limited to the following:*

- Evaluates patients for medical and mental health issues, including obtaining medical history, performing physical examination and formulating diagnosis and treatment plan.
- Provides counseling, anticipatory guidance, and preventive education to meet the needs of patients.
- Prescribes medications for the treatment of patients, and adheres to safe monitoring practices in accordance with Texas statutes and professional practice guidelines.
- Determines the need for and orders laboratory, medical imaging and other studies as needed to establish or support diagnosis and treatment.
- Performs reviews of laboratory results, medical imaging and medical studies in a timely fashion, conducts clinical assessments of abnormal results and follows up with patients as appropriate.
- Monitors ongoing medical treatment.
- Refers patients as needed for appropriate specialty care services.
- Writes medical notes and maintains accurate medical records ensuring complete documentation of existing medical conditions and treatments prescribed.

*Staff Physician
Date Issued: 06/15
FLSA: Exempt
PTO: VCS*

- Prepares medical correspondence and reports as needed.
- Performs minor surgical procedures.
- Consults on patient care at the request of other medical staff.
- Participates in Quality Assurance and infection control procedures.
- Assists in the development of clinic protocols.
- Stays abreast of the latest developments, advancement and trends in patient medical and mental health treatment, diagnosis and education.
- Provides direct supervision and training to the nursing staff.
- Functions as a health team leader in emergency situations.
- Participates in providing educational programming for the university student on health issues.
- Establishes and maintains a safe environment for employees under charge.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Graduation from an accredited medical school. Licensure in the state of Texas. Prefer board certification/board eligible in Family Practice, OB/GYN, Internal Medicine or Pediatrics. Current prescriptive licenses.

EXPERIENCE

Progressive health care experience required to adequately provide the knowledge and skills necessary in the operation of a primary healthcare clinic. Experience must include outpatient experience in both mental health and women's healthcare.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Broad knowledge of common and uncommon medical and mental health issues.

*Staff Physician
Date Issued: 06/15
FLSA: Exempt
PTO: VCS*

- Knowledge of the principles and practices in the development, implementation and documentation of individualized care and treatment plans.
- Knowledge of the requirements of HIPAA and medical privacy practices.
- Knowledge of medical coding requirements.
- Skill in the care and treatment of patients and in the use of medical diagnostic and treatment tools and equipment.
- Skill in the performance of pelvic examinations.
- Ability to examine, diagnose, and treat physical and mental disorders; to interpret laboratory analyses and x-rays; to direct medical activities.
- Ability to interact effectively and professionally with persons from diverse cultural, socioeconomic, racial, ethnic and sexual orientation/gender backgrounds.
- Working knowledge of office practices and methods.
- Ability to perform mathematical calculations and/or verify information accurately.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to respond to emergency situations in a timely manner.
- Ability to use a personal computer and other office equipment, including university related software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is performed indoors, outdoors and in a clinic setting. The employee handles hazardous chemicals in the laboratory. The employee will be required to wear all appropriate safety equipment including but not limited to eye protection, gloves, and lab coat. This particular task involves chemical hygiene biological

Staff Physician
Date Issued: 06/15
FLSA: Exempt
PTO: VCS

safety, hazardous wastes, and blood-borne pathogens. May be exposed to infectious waste, diseases, conditions, etc., including exposure to the AIDS and hepatitis B viruses.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.