



## 5.10 Primary Care Physician

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**Job Title:** Primary Care Physician

**FSLA Classification:** Exempt

**Department:** Clinic

**Supervisor:** Medical Director

### **Job Summary**

Under the supervision of the Medical Director and in coordination with the Program Director for Clinic, the Primary Care Physician provides primary medical care to Fresno PACE participants, including assessment, development of a plan of care in collaboration with the interdisciplinary team, provision of direct participant medical care, and evaluation of effectiveness of the plan of care. He or she must function in a collegial relationship with the other health care professionals, making independent decisions regarding medical needs and health regimens. He or she carries out medical procedures as indicated.

### **Essential Job Functions**

#### *Assessment*

- Participate as a member of the interdisciplinary team (IDT) and take part in initial, semi-annual, unscheduled, and annual assessments; attend morning updates and report changes in participants' baseline status to appropriate staff on a daily basis.
- Provide initial and ongoing participant assessments, care plan development, and implementation of the care plan.
- Obtain a complete health history and record the findings in a systematic organized manner.
- Perform physical examinations, order and evaluate appropriate laboratory and diagnostic tests, and record results in a systematic manner.
- Identify medical, social, cultural, and financial problems.
- Perform functional status evaluation and/or mental status examinations using standardized procedures.
- Identify and describe behavior patterns of the chronically ill.
- Triage status changes in participants, and facilitate appropriate management of problem identified.



### Treatment

- Provide preventative health care and health promotion for Fresno PACE participants.
- Treat and manage acute chronic illnesses.
- Regulate and adjust medications as needed.
- Facilitate medical specialist consultation as needed.
- Educate participants and families regarding health maintenance and their chronic medical conditions in cooperation with nursing staff.
- Provide in-patient attending coverage responsibility when a participant is hospitalized or admitted to a nursing facility and communicate participant status to the Fresno PACE team.
- Work as a supervising physician with the nurse practitioner and/or physician assistant at that site.

### Evaluation

- Serve as a source of geriatric and medical knowledge for the interdisciplinary team.
- Maintain an active role in the interdisciplinary team process.
- Evaluate the effectiveness of the participant's plan of care and revise as appropriate.
- Serve as a member of the interdisciplinary team, and participate in the development of the comprehensive plan of care and ongoing monitoring of the participant's health status.
- Maintain current, accurate documentation of health care services provided, coordinated, or contracted.

### Consultation

- Integrate into the interdisciplinary team as an active participant.
- Serve on various committees of the organization as requested.
- Prepare and submit reports including services provided as required.
- Attend pertinent health care conferences and courses to maintain knowledge of current trends in geriatric healthcare.
- Perform related duties as assigned.

### Administrative

- Complete charting and paperwork in a timely manner.
- Involved in the development and implementation of QAPI activities.
- Comply with all policies, procedures, and protocols of Fresno PACE.
- Complete time sheets and recordkeeping documents in a timely manner and as required.
- Attend staff meetings as required.



### **Non-Essential Job Functions**

- Attend and participate in staff meetings, in-services, projects, and committees as assigned.
- Adhere to and support the center's policies, practices, and procedures.
- Accept assigned duties in a cooperative manner, and perform all other related duties as assigned.
- Be flexible in the schedule of hours worked.
- May require the use of personal vehicle.

### **Working Conditions and Physical Demands**

The working conditions and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to access all areas of the center throughout the workday is required.
- Ability to lift up to 35 pounds occasionally, 15 pounds frequently, and 7 pounds constantly; required to obtain the assistance of another qualified employee when attempting to lift or transfer objects over 25 pounds.
- Requires constant hand grasp and finger dexterity; frequent sitting, standing, walking and repetitive leg and arm movements, occasional bending, reaching forward and overhead; squatting and kneeling.
- Ability to communicate verbally with excellent comprehension of the English language is required.
- Work is generally performed in an indoor, well-lighted, well-ventilated, heated, and air-conditioned environment.

### **Experience**

- Board certified/eligible in internal medicine or family practice
- Advanced certification in geriatrics and Board certification granted by the American Boards of Internal Medicine and Family Practice for Added Qualification in Geriatric Medicine preferred
- Minimum of one (1) year of documented experience working with a frail or elderly population

### **Knowledge, Skills, and Abilities**

- Interest in frail older adults and knowledge of their physical, mental, and social needs
- Effective skills in physical assessment and chronic disease management for frail older adults
- Has the desire to work in a creative alternate health care setting
- Able to manage changing priorities according to participant needs



- Ability to work effectively and in a collegial manner with all members of the interdisciplinary team
- Strong organizational skills, dependable, flexible, and resourceful
- Effective oral communication skills

**Education, Licensure, and Certification**

- Must be licensed to practice medicine in the state of California; experience or added qualifications in geriatrics preferred
- Must provide current state license and DEA registration, and obtain staff privileges at Fresno PACE's contracted hospitals
- CPR/BLS certification
- Is medically cleared for communicable diseases and has all immunizations up-to-date before engaging in direct participant contact

**Acknowledgment**

**I have read** the above Primary Care Physician job description and fully understand the requirements set forth therein. I meet all the requirements of this position, and I can perform all the essential functions of the job with or without reasonable accommodations. I agree to abide by the requirements set forth in this document.

**I understand** the contents of this job description are presented as a matter of information only and as guidance as to the expectations of Fresno PACE for this position. This job description is not intended to give rise to contractual rights or obligations or to be construed as a guarantee of employment for any specific period of time or for any specific type of work.

Furthermore, Fresno PACE reserves the right to interpret, amend, modify, or cancel or withdraw any or all sections or provisions of this job description at any time with or without notice.

**I understand** that employment at Fresno PACE is “at will”, meaning that employment is for no definite period of time and may be terminated by me or Fresno PACE at any time and for any reason.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fresno PACE Representative

\_\_\_\_\_  
Date



We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

<b>Written Date</b>	08/01/2014	<b>Revised Date</b>	<b>01/14/2019</b>
<b>Reviewed Date</b>	06/21/2017	<b>Discontinued Date</b>	
<b>Approved By and Title:</b> QAPI Committee			