



## Greater Prince William Community Health Center

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4379 Ridgewood Center Dr, Suite 102, Woodbridge, VA 22192  
Phone: 703.680.7950 Fax: 703.680.7953

**Position Description:** Family Medical Doctor

**Direct Report:** Medical Director

**FLSA Status:** Exempt

### **Position Description**

The Family Medical Doctor is a full-time, salaried employee responsible for appointment and walk-in patient care in an out-patient primary health care clinic serving patients of all ages and socioeconomic level. The Family Medical Doctor is expected to equal or exceed 4,200 encounters annually. Utilize professional skills in providing diagnosis and treatment of acute and chronic health problems along with preventive care focused on health risk factor reduction. Ensure efficient and effective patient care through joint planning and problem solving with clinic staff. Provide care consistent with medical best practices and the policies and procedures of the organization. Protect the dignity, privacy and confidentiality of patients and their families. Possesses the ability to work independently and collaborate, when appropriate, with other healthcare providers to offer integrated and coordinated care to patients of all ages.

In the performance of these duties, the Family Medical Doctor will supervise Nurse Practitioners, Medical Assistants, and other support staff in a caring and professional manner. Experienced in the delivery of primary care in a sensitive, multicultural basis in the patient's native language.

### **Essential Functions:**

1. Performance of health assessments, including a thorough history and physical examination, ordering or performing certain diagnostic tests, evaluation of the psychosocial and family aspects of the situation sufficient to make a general health assessment, and diagnose the nature of common acute and chronic conditions at any/all of our operating sites.
2. Promotion and maintenance of family health, including planning of periodic health assessments and screening for early case findings, assessment and guidance with regard to health hazards, child rearing, good family health habits, family planning, mental and emotional problems and continued maintenance of contact and rapport with the family.
3. Management of common acute and (multiple) chronic illness, including minor trauma, episodic problems, common chronic disorders, as well as counseling and education with regard to such problems, performance of minor surgical procedures and initiation of life-saving procedures in emergencies.

**Last Revision:** 12.08.11



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4. Referral of complex and high priority cases to the physician on duty with regard to complicated diagnostic problems, serious illness, complicated therapeutic problems, reevaluation of chronic conditions, etc.
5. Work as a member of the health care team and assist in the education of patients and the target community in preventive health care and health maintenance concepts. Must work independently and possess strong interpersonal skills with peers, supervisors, subordinates, and patients.
6. Completes electronic health records according to practice standards and closes charts within on the day of the encounter. Completes continuing education credits as required by the Commonwealth of Virginia. Participates in chart reviews, professional development, and outreach in the community as requested.
7. Performs other duties as assigned.

### **Qualifications, Education, and Experience:**

1. Doctor of Medicine Degree from a nationally-accredited program.
2. Successful completion of a certified family medicine Residency Program
3. Board Certification in Family Medicine.
4. Current Virginia license to practice as a Family Medical Doctor.
5. Current DEA number, NPI number, and basic life support card.
6. Preference for bilingual (English/Spanish) language ability.
7. Ability to work extended hours on a rotating schedule as requested by management.

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Employee's Signature

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Date

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Executive Director's Signature

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Date