



DATE ISSUED: 10/05
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 assisting in the development of medical protocols and providing primary health care to university students, injured employees of the university, 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, Nurse Practitioners

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

Assists in the development of clinic protocols.
Participates in Quality Assurance and infection control procedures.
Performs physical exams and identifies health care needs of patients.
Prescribes medications for the treatment of patients.
Determines the need for and orders laboratory, radiographic, or other studies to establish or support a diagnosis.
Performs reviews of x-rays, laboratory results, and other medical studies.
Performs minor surgical procedures and suturing.
Counsels patients on preventative medicine regimens.
Monitors treatment progress of patients.
Available for consultation on patient care at the request of the clinic nurse-practitioners.
Approves prescriptions recommended by qualified nurse practitioners.
Writes progress notes in the medical record insuring complete documentation of existing medical conditions and treatments prescribed.

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Prepares medical correspondence and reports as needed.
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.

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

Broad knowledge of common and uncommon medical issues.
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 use a personal computer and other office equipment.
Ability to respond to emergency situations in a timely manner.

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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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye. May be exposed to infectious waste, diseases, conditions, etc., including exposure to the AIDS and hepatitis B viruses.

WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors and/or outdoors. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel. 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 safety, hazardous wastes, and blood-borne pathogens.

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

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:** _____

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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, sex, sexual orientation, or 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.