



# GREATER VALLEY

## HEALTH CENTER

**Greater Valley Health Center (GVHC) recognizes employees are at the heart of our ability to meet the needs of our patients and community. We invite every employee to contribute at the highest possible level. This position description is provided to outline the primary duties, qualifications, and job scope. It is not intended to limit the employee or GVHC to just the work identified. We expect each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.**

It is the policy of this facility to provide equal opportunity to persons regardless of race, religions, age (over 40), gender, disability, veteran, genetic information or any other classifications in accordance with federal, state, and local statues, regulations and ordinances.

Job Title	Physician		
Wage		Schedule	M-F
Working hours per week	Full-time or Part-Time		
Reports to (job title)	Executive Director & Medical Director	Exempt	Exempt

**Job purpose** *(Why does the job exist? What is it there to achieve or deliver?)*

A staff physician serves as a member of the Greater Valley Health Center primary care staff, which also includes mid-level practitioners. This position is under the general administrative direction of the GVHC Executive Director and the general medical supervision of the GVHC Medical Director

**Knowledge, Skills & Experience** *(work experience, qualifications, specialist training, key skills, disposition)*

	Requirements	Essential/Desirable
Qualifications	Graduate of an accredited school of Medicine. Board certified, board-eligible or residency trained in the area of primary care.	Essential
Experience		
Knowledge & skills	Considerable knowledge of the practice of primary care medicine including preventive medicine. Skill in diagnosis and treatment including use and interpretation of diagnostic tests, current medications and therapies.	Essential
Abilities	Ability to work with a multi-disciplinary team in an evolving program.	Essential

	<p>Ability to develop and maintain effective working relationships with diverse individuals and groups, the Flathead medical community, staff, patients and the public.</p> <p>Ability to communicate effectively in the English language, orally and in writing.</p> <p>Ability to assist in developing, and to practice in accordance with, protocols approved by the GVHC Executive Director, Medical Director and Board of Directors.</p>	
Special Requirements	<p>Licensed as M.D. or D.O. in the State of Montana with full prescriptive authority with no history of licensure suspension or disciplinary action.</p> <p>Eligible for malpractice/liability coverage. Eligible for hospital privileges at Kalispell Regional Medical Center and North Valley Hospital</p>	Essential
Attitude & disposition	<p>Strong work ethic, positive, caring, knowledge of cultural diversity and social determinants of health, team oriented. May be requested to perform functions relevant to the position but not listed above.</p>	Essential

**Main Duties and Responsibilities of the Role:** these duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.

Provides primary medical care, including assessment, diagnosis and treatment of patients, and maintains medical records of patient visits using adopted format.

Address preventive health and public health issues as appropriate.

Assures appropriate referrals and/or hospitalization with hospitalists as indicated for patient.

Participates in after-hours call system for GVHC patients in collaboration with other GVHC providers.

Participates in quality assurance activities including chart review, CQI team participation and other activities as assigned by the Medical Director.

Participates in GVHC staff meetings and clinic meetings, and serves in a leadership role for other staff regarding commitment to GVHC mission and philosophy.

Establishes, reviews and maintains clinical policies and principles to assure the quality of medical care provided to patients.

Contributes to policies and protocols for mid-level practitioners; assists I supervising mid-level providers in the GVHC.

Performs related work as required or directed.

**Working Environment** (*knowledge of special working practices, breadth of management skill required, customer impact, responsibility, efficiency*)

Work is mainly performed in an office/clinic setting with computer/phone work and moderate noise. Standing, bending, sitting, lifting, required.

**Freedom to Act & Decision Making** (*depth of control, supervision received, use of judgement & initiative, analytical ability*)

Work independently to complete tasks; use sound judgment but ask questions if needed; show initiative for work/work flow improvements.

**Communication & Networking** (*liaison with others, type and level of communications*)

Clear and detailed communication with patients, patient family members, co-workers, and providers is required.

**Finance/Resource Management** (*budgeting, forecasting*)

Use supplies efficiently.

**People Management** *(supervisory responsibility, human relations skills)*

Non-supervisory position

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the changing of the post.

## Confirmation Section

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**Employee Signature**

Date:

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**Print name**

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**Supervisor Signature**

Date:

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**Print name**

**CEO:**

**Comments:**