

# Crusader Community Health Job Description

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**Job Title: Clinical Chair- Family and Adult Medicine**

**Job Status: Exempt**

**Job Grade: 34**

**Manager Title: Chief Medical Officer**

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## **POSITION SUMMARY:**

The Clinical Chair of Family and Adult Medicine is a doctor of medicine or doctor of osteopathic medicine who provides primary care services to children and adults as part of the provider team at Crusader Community Health. Additionally, the Clinical Chair of Family and Adult Medicine is the lead clinician, providing medical direction of Crusader's healthcare activities and consultation for, and medical supervision to the Lead Advanced Practice Provider of Family and Adult Medicine, Lead Advanced Practice Provider of Crusader**NOW!**, Physicians and Advanced Practice Providers throughout the Family and Adult Medicine department and Crusader**NOW!** walk in department.

**ESSENTIAL FUNCTIONS:** *This will include but is not limited to:*

### **Clinical Chair- Family and Adult Medicine Functions:**

- Demonstrates the qualities outlined in the "Customer Service Standards of Excellence" and "The Crusader Way" program when interacting with patients, their families and friends, and fellow employees.
- In conjunction with the Leadership Team, identifies ways to support the organization's mission and achieve organizational goals.
- Supports the organizations growth objectives by assisting with recruitment and retention of providers for the Family and Adult Medicine Departments.
- Reviews, recommends and approves requests for Family and Adult Medicine provider's privileging and appointments.
- Works collaboratively with the appropriate members of the leadership team to oversee and improve the quality of patient care given.
- In conjunction with the Leadership Team, establishes, strengthens and negotiates relationships between Crusader, clinicians, provider organizations and payers.
- Participates, in conjunction with the Leadership Team, in developing, executing and periodically reviewing Crusader's policies and the services provided to Federal program patients.
- Manages problems related to Family and Adult Medicine provider performance and conduct issues, and as required, oversees disciplinary matters.
- In conjunction with the Lead Advanced Practice Providers and other applicable leadership staff, oversees performance management of Family and Adult Medicine providers, completing onboarding and annual performance evaluations.

- Supervises, guides and mentors the Lead Advanced Practice Providers of Family and Adult Medicine and Crusader**NOW!**, to solve problems related to advanced practice providers performance and conduct issues.
- In conjunction with the Lead Advanced Practice Providers, meets with new providers during the employee onboarding process, providing guidance and mentorship to facilitate an easy transition.
- Participates in the chart review process of other physicians and Advanced Practice Providers as needed, within the Family and Adult Medicine department.
- In conjunction with the Lead Advanced Practice Providers, assists with the design and content of a continuing education process between the collaborating physician and the advanced practice provider.
- Attends applicable meetings including administrative, provider, department, and other staff meetings.

### **Family Practitioner Functions:**

- Provide patient care and documents appropriately based on Crusader policy and procedure.
- Collaborate and consult when necessary with patients, families, Crusader support staff, advanced practice providers, and internal and external consultants in order to provide the appropriate medical care.
- Participate in regular call coverage as required.
- Assume responsibility of patient continuity of care.
- Participate in health promotion and disease prevention activities for all patients.
- Collaborate with and mentor advanced practice providers.
- Participate in quality improvement and assurance activities.
- Complete patient care records to the detail deemed necessary by regulatory agencies in accordance with organizational policy.
- Embrace and support necessary changes related to advancements in healthcare and quality improvement.
- Maintain an adequate amount of continuing medical education credits to meet licensure, hospital medical staff, and health plan requirements as well as expertise necessary to provide a high level of care to patients.
- Other duties as assigned by the CEO or his/her designee.

### **QUALIFICATIONS:**

#### **Education & Training:**

- Must have completed four years of medical school as well as residency requirements which include successful completion at an American Board of Medical Specialties approved residency program
- Must be Board eligible upon hire and board certified within the timeframe of the practitioner's primary specialty
- Must have an unrestricted Illinois MD/DO license, Illinois Controlled Substance License and Federal DEA

- Current CPR Certification (responsible for maintaining certification)
- Maintain active medical staff privileges (when deemed necessary by CMO/CEO) at hospital(s) in order to provide continuity of care for Crusader Community Health patients

**Experience:**

- Three to five years practice experience required
- Previous clinical leadership experience preferred

**Technical Knowledge:**

- Software: Microsoft Office (Word, Excel, Outlook, PowerPoint, One Note)
- Knowledge: Electronic Health Record
- Equipment: Common office machines

**Ability to:**

- Support the organizational goals, priorities, and values
- Lead and participate in a team-based environment
- Lead change
- Ability to work with minimum/no supervision
- Write clearly and concisely
- Manage multiple tasks simultaneously
- Maintain the confidentiality of all organizational matters
- Make decisions in accordance with laws, ordinances, regulations, and established policies
- Demonstrate professionalism when interacting with others
- Identify and resolve problems in a timely manner
- Manage difficult or emotional employees or situations
- Travel between locations and to training/seminars

**PHYSICAL REQUIREMENT FORM**

**Job Title:** Clinical Chair- Family and Adult Medicine

| <b>Physical Demands</b>                           | <b>Continuous<br/>over 70%</b> | <b>Frequent<br/>40-60%</b> | <b>Occasional<br/>15-39%</b> | <b>Rarely<br/>Up to 15%</b> |
|---------------------------------------------------|--------------------------------|----------------------------|------------------------------|-----------------------------|
| Sitting                                           |                                | X                          |                              |                             |
| Standing                                          |                                | X                          |                              |                             |
| Walking                                           |                                |                            | X                            |                             |
| Climbing                                          |                                |                            | X                            |                             |
| Bending                                           |                                | X                          |                              |                             |
| Pushing / Pulling                                 |                                |                            | X                            |                             |
| Carry / Lift                                      |                                | X                          |                              |                             |
| 1-15lbs                                           |                                |                            |                              |                             |
| 15-30lbs                                          |                                | X                          |                              |                             |
| 30-50lbs                                          |                                |                            |                              | X                           |
| Fine hand / Eye Coordination                      | X                              |                            |                              |                             |
| Exposure to Blood and Body Fluids                 | X                              |                            |                              |                             |
| Exposure to Extreme Heat, Cold, Temp Fluctuations |                                |                            |                              | X                           |
| Exposure to Hazardous Chemicals                   | X                              |                            |                              |                             |
| Concentration on Detail                           | X                              |                            |                              |                             |
| Oral Communication                                | X                              |                            |                              |                             |
| Written Communication                             | X                              |                            |                              |                             |
| Typing/Computer                                   | X                              |                            |                              |                             |

**Crusader Community Health does not require nor does it expect that an employee lift over 50lbs unassisted. Objects in excess of 50lbs should be lifted or moved with mechanical means or a team lift.**

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

Employee Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. They are representative to the knowledge, skills, and abilities 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.**