CALIFORNIA STATE UNIVERSITY FRESNO

# Position Description Form

Employee Name: Fresno State ID # Classification: Physician – Primary Care Working Title: Physician Prepared By (MPP/Chair): Director of Medical Services Department: Student Health & Counseling Bargaining Unit: R01 FLSA Status: Exempt Date Prepared: November 2022

**POSITION DESCRIPTION**

### Overview:

Under the general direction of the SHCC Director of Medical Services, the physician provides general medical care to students as assigned.

# Position Summary:

* Diagnose and treat illness and injuries.
* Order and interpret laboratory, x-ray, and/or other diagnostic studies.
* Perform physical examinations for students who have special health concerns or those participating in programs requiring certification of health status.
* Provide gynecological care, including care associated with family planning.
* Provide sexual health education, counseling and care, including administration of medication abortion services.
* Provide first-aid for anyone on campus in the event of accidental injury or an acute emergency illness until suitable disposition of the case can be made.
* Evaluate and treat orthopedic injuries, including splinting certain minor fractures.
* Perform minor surgical procedures, including suturing of lacerations, I & D’s and partial toenail removal.
* Arrange referrals and/or consultations with health care providers/facilities in the community as needed.
* Maintain clinical records in an accurate, timely, fashion while incorporating a SOAPE format within.
* Treat Worker’s Compensation injuries according to the university policy.
* Understand, support, and comply with the mission, goals, policies, and procedures of the Student Health Center.
* Serve as a preceptor for registered nurses and nurse practitioners acting within their respective scope of practice, standardized procedures, and protocols.
* Support the roles of student “interns” and “peer counselors” in provision of patient education and health promotion.
* Actively participate in Quality Improvement, peer review, staff development and established meetings to improve the standard of care delivered in the Student Health Center.
* Serve as a preceptor to resident physicians/nursing and ancillary health students who have scheduled clinical rotations at the Student Health Center.
* Serve on campus committees as appointed by the Director/Medical Chief of Staff.
* Duties and responsibilities may change as the job necessitates and within the framework of the Memorandum of Understanding.
* Engage patients from the LBGTQ+ community in a respectful manner, helping them navigate the world of medicine with respect, and dignity while additionally being familiar with gender affirming care protocols.
* Work collaboratively, professionally, and efficiently with other disciplines that operate under the umbrella of the SHCC.
* Effectively present information and appropriately respond to questions from various groups including managers, faculty, staff, students, media, and community, as directed.
* Ability to work with students by telephone, Zoom or in person.
* Supervise, support and guide Nurse Practitioners during daily clinic hours as necessary.
* Other related duties as assigned or required.

# Supervisor and supervisory responsibilities:

* + Who Supervises this Position: Director of Medical Services
	+ Who is Responsible for completing the Performance Appraisal: Director of Medical Services
	+ What other classifications does this position supervise: N/A

# Knowledge, Skills and Abilities:

**Knowledge of:**

* Thorough knowledge of and the ability to effectively and efficiently apply the principles and methods essential to the diagnosis and treatment of common primary care medical disorders, and in the assessment and response to acute medical situations.
* Understanding of community resources for referral of medical care and treatment beyond the scope of the Student Health Center.
* Knowledge of current public health practices.
* Knowledge of local, state, and national laws and regulations pertaining to the medical field.
* Thorough knowledge of applicable professional ethics standards and patient privacy.
* Knowledge and understanding of current recognized standards of care within the scope of licensure.
* Knowledge of and ability to use computer office systems and technology.

### Skill/Ability to:

* Ability to serve as a mentor and resource consultant for other health center personnel.
* Ability to establish and maintain effective working relationships with a variety of medical practitioners and specialists, as well as students, administrators, staff, faculty, and those from varied marginalized communities.
* Hands-on experience with electronic health records and the ability to adapt use to various e-programs as required.
* Basic Cardiac Life Support Recognition (CPR).
* Excellent communication and the interpersonal skills, that are used daily with all team members.
* Demonstrated ability to practice medicine, perform minor surgery, perform pelvic examinations and other procedures relevant to this student population.
* Understands the importance of teamwork, and works with others to achieve a common goal.
* Prescribe MAB and support patients with the associated standard of care.

# Education and Experience:

* Graduation from a medical school recognized by the Medical Board of California and,
* Completion of one or more residency programs in a primary care field such as family medicine, general internal medicine, gynecology, general pediatrics, emergency medicine, preventive medicine accredited by the Accreditation Council for Graduate Medical Education (ACGME) or equivalent.

### Specialized Skills:

* Possession of a valid and relevant California license to practice medicine.
* Current American Board of Medical Specialties (ABMS) certification appropriate to assigned duties
* Specialty may be in Family Practice, Internal Medicine, or Emergency Medicine
* Possession of a valid Drug Enforcement Agent (DEA) certificate/number.

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name: |   | Position: |  Primary Care Physician  |
| Department: |  Student Health & Counseling  | Date Prepared: |  November 2022  |

**WORKING ENVIRONMENT**

Check the appropriate box which most accurately describes the extent of the specific activity performed by the employee on a daily basis. If the activity is performed less than one (1) hour each day, check the N/A box.

## PHYSICAL EFFORT

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Number of hours/day |  |  | Number of hours/day |  |
|  | N/A | 1-2 | 3-4 | 5-6 | 7+ |  | N/A | 1-2 | 3-4 | 5-6 | 7+ |
| 1. Sitting | **☐** | **☒** | **☐** | **☐** | **☐** | 12. Lifting or carrying | **☐** | **☐** | **☐** | **☐** | **☐** |
| 2. Standing | **☐** | **☐** | **☒** | **☐** | **☐** | A. 10 lbs. or less | **☐** | **☐** | **☐** | **☒** | **☐** |
| 3. Walking | **☐** | **☒** | **☐** | **☐** | **☐** | B. 11 to 25 lbs. | **☒** | **☐** | **☐** | **☐** | **☐** |
| 4. Bending Over | **☒** | **☐** | **☐** | **☐** | **☐** | C. 26 to 50 lbs. | **☒** | **☐** | **☐** | **☐** | **☐** |
| 5. Crawling | **☒** | **☐** | **☐** | **☐** | **☐** | D. 51 to 75 lbs. | **☒** | **☐** | **☐** | **☐** | **☐** |
| 6. Climbing | **☒** | **☐** | **☐** | **☐** | **☐** | E. 76 to 100 lbs. | **☒** | **☐** | **☐** | **☐** | **☐** |
| 7. Reaching overhead | **☒** | **☐** | **☐** | **☐** | **☐** | F. Over 100 lbs. | **☒** | **☐** | **☐** | **☐** | **☐** |
| 8. Crouching | **☒** | **☐** | **☐** | **☐** | **☐** | 13. Repetitive use of hands/arms | **☒** | **☐** | **☐** | **☐** | **☐** |
| 9. Kneeling | **☒** | **☐** | **☐** | **☐** | **☐** | 14. Repetitive use of legs | **☒** | **☐** | **☐** | **☐** | **☐** |
| 10. Balancing | **☒** | **☐** | **☐** | **☐** | **☐** | 15. Eye/hand coordination | **☐** | **☐** | **☐** | **☐** | **☒** |
| 11. Pushing or pulling | **☒** | **☐** | **☐** | **☐** | **☐** |  |  |  |  |  |  |
|  |  |  |  |  | Yes | No |  |  |  |  |  |
| 16. Driving cars, trucks, forklifts and other equipment | ☐ | ☒ |  |  |  |  |  |
| 17. Being around scientific equipment and machinery | ☒ | ☐ |  |  |  |  |  |
| 18. Walking on uneven ground |  |  |  |  | ☐ | ☒ |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **MENTAL EFFORT** |  |  |  | **ENVIRONMENTAL FACTORS** |  |  |
| Number of hours/day |  | Number of hours/day |  |
|  | N/A | 1-2 | 3-4 | 5-6 | 7+ |  | N/A | 1-2 | 3-4 | 5-6 | 7+ |
| 1. Directing Others | **☐** | **☒** | **☐** | **☐** | **☐** | 1. Inside | **☐** | **☐** | **☐** | **☐** | **☒** |
| 2. Writing | **☐** | **☒** | **☐** | **☐** | **☐** | 2. Outside | **☒** | **☐** | **☐** | **☐** | **☐** |
| 3. Using math/calculations | **☒** | **☐** | **☐** | **☐** | **☐** | 3. Humid | **☒** | **☐** | **☐** | **☐** | **☐** |
| 4. Talking | **☐** | **☐** | **☐** | **☒** | **☐** | 4. Hazards | **☒** | **☐** | **☐** | **☐** | **☐** |
| 5. Working at various tempos | **☐** | **☐** | **☐** | **☐** | **☒** | 5. High places | **☒** | **☐** | **☐** | **☐** | **☐** |
| 6. Concentrating amid distractions | **☐** | **☒** | **☐** | **☐** | **☐** | 6. Hot | **☒** | **☐** | **☐** | **☐** | **☐** |
| 7. Remembering names | **☒** | **☐** | **☐** | **☐** | **☐** | 7. Cold | **☒** | **☐** | **☐** | **☐** | **☐** |
| 8. Remembering details | **☐** | **☐** | **☐** | **☐** | **☒** | 8. Dry | **☐** | **☐** | **☐** | **☐** | **☒** |
| 9. Making decisions | **☐** | **☐** | **☐** | **☐** | **☒** | 9. Wet | **☒** | **☐** | **☐** | **☐** | **☐** |
| 10. Working rapidly | **☐** | **☐** | **☒** | **☐** | **☐** | 10. Change of temp | **☒** | **☐** | **☐** | **☐** | **☐** |
| 11. Examining/observing details | **☐** | **☐** | **☐** | **☐** | **☒** | 11. Dirty | **☒** | **☐** | **☐** | **☐** | **☐** |
| 12. Discriminating colors | **☒** | **☐** | **☐** | **☐** | **☐** | 12. Dusty | **☒** | **☐** | **☐** | **☐** | **☐** |
|  |  |  |  |  |  | 13. Odors | **☒** | **☐** | **☐** | **☐** | **☐** |
|  |  |  |  |  |  | 14. Noisy | **☒** | **☐** | **☐** | **☐** | **☐** |
|  |  |  |  |  |  | 15. Working With others | **☐** | **☐** | **☐** | **☐** | **☒** |
|  |  |  |  |  |  | 16. Working around others | **☐** | **☐** | **☐** | **☐** | **☒** |
|  |  |  |  |  |  | 17. Working alone | **☐** | **☐** | **☒** | **☐** | **☐** |

For a guide to writing a position description, see <http://www.csufresno.edu/humres/Classification.Compensation/Guides.to.Writing.Job.and.Position.Descriptions.htm> This Position Description is not an employment agreement or contract. Management has the exclusive right to alter this Position Description. Notification of changes will be provided to the employee