



**POSITION ANNOUNCEMENT  
OB/GYN PHYSICIAN – PART TIME**

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Department:	Medical	Supervisor:	Chief Medical Officer
Status:	Part Time	Date:	April 2020

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**POSITION SUMMARY:**

The Physician will carry out the mission of CareSouth Medical and Dental by providing excellent health care throughout pregnancy and postpartum as well as gynecological care. The Physician will ensure continuity of care with patient referrals as well as promote the health center as a patient centered medical home. Monitors patient during prenatal, natal and postnatal periods and performs tests and prescribes medication and treatment, as necessary. Delivers babies, determining the method most appropriate to ensure health and safety of both infant and mother.

**REQUIREMENTS:**

**1. EDUCATION:**

Staff Physician must be a graduate of an approved and accredited Medical School. Possess a Louisiana medical degree with OB/GYN specialty.

**2. LICENSES, REGISTRATION AND/OR CERTIFICATIONS REQUIRED:**

Board certified in OB/GYN. Staff Physician must be licensed to Practice Medicine in the State of Louisiana, Board Certification Notification and/or Residency Training Certificate. Federal and State DEA Certificates. Must apply for and be able to receive staff delivering privileges at local birthing hospitals.

**3. JOB KNOWLEDGE:**

The Staff Physician must have a minimum of two years of proven experience in obstetrics/gynecology experience.

**RESPONSIBILITIES:**

1. Perform age appropriate female physical examinations and assessments.
2. Take medical histories and record chart data and service data as per established clinic procedures and accepted standards of clinical practice.
3. Assess, diagnose illnesses and/or conditions, and establish a plan for treatment/management according to accepted standards of care.
4. Counsel patients about course of treatment, prescribed medications, general health and wellness, and management of diagnosed conditions.
5. Provide patients with telephone counseling for issues including but not limited to laboratory test results, follow up treatment, and patient inquiries.
6. Make referrals to medical specialists, social services, and other services as indicated by presenting problems.
7. Provide any medically necessary follow-up on diagnosis, diagnostic evaluation, or treatment required for the patient's care.

8. Delivers babies, determining the method most appropriate to ensure health and safety of both infant and mother.
9. Be familiar with CSMD's program philosophies, goals, and objectives. Be cognizant of and comply with all CSMD's policies and procedures, as well as state and federal regulations.
10. Adhere to disease management protocols, and key clinical pathways, and use them to improve clinical performance. Work with QI to insure compliance with clinical measures.
11. Understand the requirements of CSMD's exposure protocol. Assure compliance with this plan by support staff assigned to assist you. Personally utilize universal precautions when practicing in the clinical setting.
12. Facilitate needed referrals, in coordination with referral coordinators and nurses according to CSMD policy.
13. Participate in staff outreach and off-site health care programs requiring OB/GYN. Represent CSMD in the community.
14. Advise and assist FNP's as needed in accord with approved protocols and procedures.
15. Complete all duties, responsibilities, and competencies in a manner that is appropriate to the age groups to whom care / services are being provided.
16. Assist in the review of primary care protocols and patient education materials in collaboration with leadership.
17. Provide necessary information and signatures for participation in reimbursement arrangements, such as Medicare, Medicaid, and other plans.
18. Review incoming reports (lab, x-ray, EKG, etc), sign-off, and follow up when indicated.
19. Maintain neat patient records.
20. Provide off-hours and Saturday clinic coverage on occasion.
21. Report as needed to CMO any pertinent information or situations that impact on patient care or CSMD liability.
22. Provide a leadership role for medical support staff.
23. Make recommendations to the leadership regarding the purchase of clinical supplies, instruments, and equipment, and repair and/or maintenance of these.
24. Demonstrate ability to work cooperatively with other members of the clinical team. Be supportive of coworkers.
25. Maintain neat and professional appearance at all times.
26. Perform all surgical procedures using sterile techniques and CDC guidelines.
27. Carry out any other activities deemed appropriate by the CEO and / or CMO.
28. Lead by example holding themselves to the standards of conduct and performance that they command of peers and subordinates.
29. Attend required organizational meetings and participation on internal committees. Conduct in-service training as required or requested.
30. Meet or exceed annual productivity standards.
31. Utilizes technology to create a more efficient and effective way of doing business.
32. Actively participates in outside association activities (LPCA, AHEC, etc).
33. Maintain confidentiality of workplace information according to the policies and procedures of the institution.
34. Perform other duties as assigned by the Medical Director and/or Chief Executive Officer.

**SUPERVISES:**

Indirectly supervise Registered Nurse, License Practical Nurses, Medical Assistants, and all other medical staff employees.

**APPLICATION PROCEDURE:**

Please submit a completed employment application found at [www.caresouth.org/jobs](http://www.caresouth.org/jobs). CareSouth is an Equal Opportunity Employer.

**CLOSING:** Friday, August 2, 2019 or until filled.