

PHYSICIAN (PART-TIME)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Commissioner of Health and direct supervision of the appropriate program director within the Health Department, under the general supervision of the department chairman at the Westchester County Medical Center, or under general supervision in the Department of Social Services, this position is responsible for the management and delivery of specialized medical services on a part-time basis. Areas of responsibility include the planning of a health care program related to the physician's specialty with emphasis upon preventive health measures; the diagnostic and treatment of patients within the specialty area; the coordination of the physician's specialty with other medical disciplines and with other members of the health care team. Supervision may be exercised over a few technical, medical, or clerical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans the diagnosis, treatment, and follow-up procedures for the health care team assigned to the specialty, including routine laboratory procedures;

Takes medical histories;

Performs physical examinations;

Prescribes treatment and/or medication;

Decides on case disposition, i.e., return visits, laboratory tests, nursing follow-up, referral to other specialties, etc.;

When appropriate, prepares a health care plan for the patient with the appropriate member of health care team (public health nurse, community worker, social workers, or other disciplines, if required);

Reviews patient records periodically to insure proper completion of the patient's chart and medical care;

Attends patient case conferences;

Participates in continuing education by attending appropriate meetings, conferences and lectures;

Carries out assigned responsibilities as a member of the staff of the back up hospital;

Maintains community relations to insure effect and responsive treatment services

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive)

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the medical area of specialization; thorough knowledge of the methods used in handling patients in a clinic setting; skill in the diagnosis of usual and unusual medical complaints related to the area of specialization; ability to plan and maintain an effective health program within the area of specialization, including an integration of preventive, prophylactic and therapeutic objectives into the program; ability to assume responsibility for the medical administrative functions related to the area of specialization and program; planning ability; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; patience; tolerance; cooperative attitude; good judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a current, valid license, issued by the New York State Education Department, to practice medicine.

SPECIAL REQUIREMENT: Must be certified or eligible for certification in the area of specialization by the appropriate American Board of Medicine.