

**EAST TEXAS COMMUNITY HEALTH SERVICES, INC. (ETCHSI)**  
**JOB DESCRIPTION**

**Position Title: Staff Physician**  
**Reports To: Medical Director**

**JOB SUMMARY:** In a community health center setting, and home setting for homebound patients, provides preventive and primary medical care (in selected instances secondary care) consistent with the provider's training and experience with follow-up in a hospital setting when appropriate to patients of ETCHSI.

**ESSENTIAL FUNCTIONS:**

1. Examines individuals requesting care, diagnoses their medical conditions, prescribes and carries out, or directs others in carrying out, appropriate medical treatment, or refers individuals for specialty consultation or treatment in conformance with approved clinical protocols and guidelines.
2. Manages the care of patients in collaboration with other health care professionals and members of the health care team in order to make decisions about treatment and attain health goals.
3. Records accurately and completely patient-provider visits/contacts as they occur in the patient's medical record so that the medical record reflects the condition of the patient and the care or treatment provided. In addition, the provider shall complete patient referrals, other records and paperwork as required by the entity.
4. Educates individuals in the nature of health-related conditions and in the general promotion of health-related disease prevention.
5. Assists in the provision of continuing education, on-the-job training and the orientation of ETCHSI staff as requested.
6. Participates in a rotating on-call schedule for ETCHSI patients as assigned.
7. Reviews laboratory reports, specialty referral reports and other patient related paperwork daily.
8. Manage in-patient hospital care for ETCHSI patients when needed and when appropriate.
9. Maintains and updates skills and knowledge to appropriate professional level with continuing education courses and educational materials.
10. Responsible for personal and professional compliance with all applicable federal, state, local and ETCHSI policy, regulations, protocols and procedures governing the practice of medicine and the clinical provision of medical care as well as those relating to, but not limited to, personnel issues, work place safety, public health and confidentiality.
11. Travels when necessary to fulfill the entity's needs and attends meetings as necessary to represent ETCHSI.
12. If bilingual, translates in Spanish between non-Spanish speaking staff and Spanish speaking patients as requested.
13. Performs other related and/or necessary tasks to achieve organizational and programmatic goals and objectives, as directed by a supervisor.

**GENERAL ENTITY EXPECTATIONS OF STAFF MEMBERS:**

1. Maintains confidentiality of patients and provides services in a professional manner.
  2. Exhibits and promotes positive relationships by showing consideration and respect for patients, visitors, and other ETCHSI personnel along with being cheerful, courteous and responsive.
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3. Maintains professional and neat appearance with regular hygienic habits to prevent work place offensiveness.
4. Exhibits cleanliness and orderliness in personal and work habits.
5. Follows appropriate chain of command.
6. Is responsible for personal growth and professional development. Identifies and meets educational needs for self.
7. Is receptive to guidance and constructive criticism.
8. Attends ETCHSI educational programs.
9. Attends and participates in staff meetings.
10. Demonstrates a willingness to participate and follow through with special projects and committees.
11. Abides by ETCHSI attendance policy and established procedures for notification in case of absence.
12. Takes initiative in resolving problems and conflicts.
13. Assists in maintaining a safe, secure and aseptic environment for all patients and employees.
14. Adheres to regulatory agency requirements with respect to infectious disease and hazardous materials.
15. Is familiar with and abides by OSHA Standards, Hazardous Materials, Universal Precautions, use of personal protective equipment, Evacuation, Fire, Disaster, and Safety Plans.
16. Uses appropriate body mechanics and follows safety procedures.
17. Obtains annual TB test and attends Safety Recertification annually.
18. Completes Incident Reports within 24 hours of incident and turns them in to the Safety Officer.

**EDUCATION and TRAINING:**

1. Graduation from an accredited medical school or school of osteopathic medicine
2. Completion of an accredited residency program in Family Practice Medicine or another appropriate specialty.
3. Ability to be clinically fluent in Spanish preferred.
4. Ability to maintain appropriate clinical and hospital privileges required.
5. FTCA coverage or private professional malpractice insurance obtainable.
6. Excellent interpersonal and communication skills required.

**LICENSURE and CREDENTIALS:**

1. Unrestricted license to practice medicine or osteopathic medicine in the State of Texas (not applicable to commissioned NHSC PHS officers).
2. Current CPR (BLS) certification. ACLS and/or ATLS certifications preferred.
3. Texas DPS and DEA registrations.
4. Medicare and Medicaid provider numbers.

**SKILLS and ABILITIES:**

Requires a comprehensive knowledge of primary medical care in out-patient and in-patient settings. Knowledge of the principles and practice of modern medicine. The ETCHSI Staff Physician must be cognizant of the prevalent health and social stressors on the patients and the impact of these on their practice of medicine. A Staff Physician must be able to treat patients from a diversity of social and ethnic backgrounds and to work creatively as a member of a health-oriented team composed of health care professionals from a variety of disciplines for the healing and betterment of ETHCSI patients.

**TYPICAL PHYSICAL DEMANDS:**

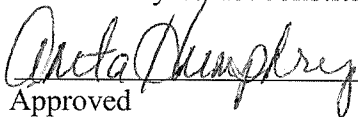
Prolonged sitting or standing may be required. Those physical movements and the degree of mobility normally associated with the practice of primary care medicine will be performed on a repetitive basis. The ability to distinguish letters and symbols, as well as the ability to utilize telephones, computer terminals and copiers is required. Work under stressful conditions as well as irregular hours may be required. Frequent exposure to communicable disease, body fluids, toxic substances, medicinal preparations, radiation and other conditions common to a clinical environment may routinely be encountered.

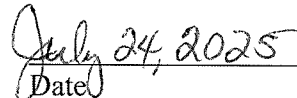
**OSHA CLASSIFICATION: I**

**FLSA CATEGORY: Exempt**

**JOB CLASS AND STEP RANGE: MD/DO, Steps 1-15 with applicable Additional per annum**

ETCHSI reserves the right to revise or change job duties and responsibilities as the business need arises. In compliance with the EEOC 29 CFR Part 1630, if the essential functions of this position cannot be performed in a satisfactory manner by the employee, further accommodations shall be made if they do not constitute undue hardships upon this organization.

  
Approved \_\_\_\_\_

  
Date \_\_\_\_\_

Revised 8-2009, 7-2013  
Revised 9-2010, 5-2015  
Revised 07-2025

**Acknowledgement of Job Description Receipt**

I acknowledge that I have received a copy of my job description, that I have read it and been given an opportunity to ask any questions.

I acknowledge that this is what my evaluations will be based upon from this date forward.

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

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

Witness Signature: \_\_\_\_\_

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