

Arnot Health
Job Description

JOB TITLE: **Staff Emergency Physician**

DEPARTMENT: **Emergency Medicine**

REPORTS TO: **Chair of Emergency Medicine or his/her designee**

OVERVIEW OF POSITION:

Under the direction of the Medical Director of the Department of Emergency Medicine or his/her designee, and in accordance with established policies and procedures, oversees the medical management of patients seen in the Emergency Department.

With nursing and ancillary personnel, works with the Emergency Department team to provide timely evaluation and quality assessment of patients presenting to the Emergency Department; appropriately acts as liaison with attending physicians regarding patient disposition and follow-up; and appropriately provides discharge and disposition planning for patients presenting to the Emergency Department. May need to coordinate these decisions with ancillary staff, Crisis Intervention, nursing staff, Utilization Review, and other services as required. With the Medical Director of the Emergency Department works collaboratively with other departments to facilitate services of the organization and achievement of Medical Center objectives. Maintains compliance with national standards of care, with regulatory agencies, and Medical Staff Bylaws Rules and Regulations. Maintains appropriate standard of medical record documentation including medical record completion by the end of the assigned shift.

MAJOR RESPONSIBILITIES:

- (a) With the Medical Director of the Department of Emergency Medicine helps establish, monitor, and enforce Department of Emergency Medicine (hereinafter called "Department") Policies and Procedures.
- (b) With the Medical Director of the Department of Emergency Medicine establishes and monitors the Department's Performance Improvement program to ensure continuing compliance and accreditation by Joint Commission, the New York State Department of Health, and other review bodies.
- (c) Prepares Performance Improvement cases as assigned on a timely basis and presents to the monthly Emergency Department Meeting for discussion and action.
- (d) With the Medical Director of the Department of Emergency Medicine serves as liaison and representative between the Department, Medical Center Administration, and the medical staff.

- (e) With the Medical Director of the Department of Emergency Medicine helps coordinate and arrange in priority the Department's medical recommendation with regard to the establishment of new programs, the revision of existing programs, and the determination of equipment requirements.
- (f) Provides information to the Medical Director of the Department of Emergency Medicine regarding Quality of Care issues and documentation issues within the Department.
- (g) Provides clinical direction and supervision for emergency physician assistants, resident physicians, and nurse practitioners performing clinical procedures in the Department in accordance with established protocols and guidelines and generally accepted standards of care. Consults with and keeps Medical Director informed of activities, needs, and problems.
- (h) With the Medical Director of the Department of Emergency Medicine assists in the evaluation of professional performance of Emergency Medicine medical staff members working in the Department, as requested.
- (i) Works according to the schedule provided by the Medical Director of the Department of Emergency Medicine.
- (j) With the Medical Director of the Department of Emergency Medicine works collaboratively in the recruitment and selection of physician and non-physician staff assigned to the Department.
- (k) Works collaboratively with the Medical Director of the Department of Emergency Medicine to attain goals for the Department within the framework of the stated organizational philosophy and objectives; works collaboratively with the Medical Director of the Department of Emergency Medicine in the identification and communication of resources) personnel, equipment, and environment) necessary to meet departmental goals and for support and maintenance of these resources, once available; works collaboratively in the planning and implementation of educational programs an employee in-service programs as required; may be required to assist the Medical Director of the Emergency Department in annual operating budget preparation.
- (l) With the Director of the Department of Emergency Medicine ensures that high quality cost-effective services are provided and participates as required in the formulation of department policies, procedures, capital equipment requests, and long-range planning that will guarantee continued effective delivery of high quality cost-effective service.
- (m) Works collaboratively with hospital personnel and acts as Medical Control as required.

- (n) Completes medical records, all documentation and dictations within 72 hours of assigned shift.
- (o) Interacts in an effective, willing, professional manner with patients, staff, and family members; promotes positive intra- and inter-departmental relationships; works collaboratively with the Medical Director of the Department of Emergency Medicine to present the department in a positive manner to other employees, staff, patients, visitors, and members of the Medical Staff; aids the Medical Center in marketing/public relations programs, and assumes an active role in working with peers, department staff, and other members of the Medical Staff.
- (p) Complies with Policies and Procedures of the Department and Medical Center and provides clinical service according to prevailing standards and Medical Staff Bylaws.
- (q) Serves on appropriate medical staff and administrative committees; participates in and/or serves on related local and/or regional committees as appropriate or as requested. Participates in Graduate Medical Education Program as requested.
- (r) Provides assistance in clinical direction to the Employee Health function of the organization as needed.
- (s) Provides oversight and in-department education to Emergency Medicine and Off-Service Resident Physicians in conjunctions with principles of graduate medical education, including personally seeing each and every patient a resident precepts with them, documenting attestation to care, reviewing care, present for procedures, and reviewing resident documentation with feedback.

OTHER:

1. Participates on Medical Center committees as appropriate and attends Emergency Medicine monthly department meetings. Is responsible for attending all annual mandatory educational programs as required by the institution.
2. With the Medical Director of the Department of Emergency Medicine works to plan and implement the Performance Improvement program for the Department which supports and coordinates with the goals of the Medical Center's Performance Improvement program. Is familiar with and demonstrates Quality in Action principles and participates in the process, as appropriate.
3. It is understood that this job description lists typical duties for the classification and is not to be considered inclusive of all duties which may be assigned.
4. Obtains 8 credits of Stroke Specific Continuing Education Credits per Year in compliance with required stroke accreditation guidelines (subject to change pending changes in Stroke Accreditation Guidelines)

EDUCATION/OTHER REQUIREMENTS:

1. Post-Graduate degree in Medicine or Osteopathy from an accredited school of medicine.
2. Must hold a currently valid New York State license and registration to practice medicine.
3. Must hold a currently valid New York State DEA number
4. Must maintain credential criteria set in the ED bylaws.
5. ACLS, BLS, ATLS unless residency trained in Emergency Medicine (subject to changes in NYS regulatory guidelines)
6. PALS certification as required by NYS unless regulatory changes occur in NYS guidelines
7. 50-hour CME/year;
8. Must have demonstrated interpersonal and clinical ability to deal effectively with members of the public, members of the Medical Staff, and members of the Medical Center staff.

WORKING CONDITIONS:

1. Irregular shift work and occasional lifting.

EXPOSURE:

1. May be exposed to communicable diseases.