

**Arnot Health**  
***Job Description***

**JOB TITLE:**            **Otolaryngology**

**DEPARTMENT:**       **AMS Administration**

**REPORTS TO:**        **AMS Chief of Medical Specialties**

**OVERVIEW OF POSITION:**

Responsible for the overall delivery and coordination of Otolaryngology services to patients under physician's care including overseeing quality and serving as the principal liaison with the members of the care team. Provides medical care in accordance with prevailing accepted medical standards, the rules and regulations of the American Hospital Association, and national accrediting organizations, and pertinent federal and state laws. Complies with all policies, bylaws, rules, regulations, and manuals of the Medical Staff of the Hospital and PLLC. Complies with attendance standards for essential professional activities. Prepares and maintains medical records according to group policy and procedure. Renders high-quality, efficient medical services in compliance with third party payor contract requirements. Provides patient, employee, and community education programs when warranted. Performs other related duties as assigned/requested by the President, Medical Director or other senior administrative staff.

**MAJOR RESPONSIBILITIES:**

1. Physician shall provide Otolaryngology services to Hospital patients, including but not limited to those services provided at out-patient office (Office) locations, as follows;
  - (a) Scheduling hours necessary at the Office to sustain an active Otolaryngology practice;
  - (b) Providing in-patients care to hospitalized patients, if applicable;
  - (c) Arranging for coverage of Office and Hospital patients by qualified physicians who are members of the Hospital's Medical Staff when Physician is unavailable.
  - (d) Participating equitably in the on-call schedule for Physician's office and hospitalized patients and the Emergency Department at any in-patient facility where Physician holds staff privileges, if applicable; and
  
2. To the degree medically necessary and applicable, Physician shall skillfully perform and document those duties customarily performed by a physician for the Hospital which shall include, but not be limited to:

- (a) History taking, and appropriate physical examination.
- (b) Formulation of differential diagnoses.
- (c) Ordering of appropriate diagnostic tests.
- (d) Compliance with third party payor contract terms to which the Hospital is a party.
- (e) Prescription of medication, and/or procedures as is medically appropriate.
- (f) Follow-up care as is medically appropriate.
- (g) Maintenance of appropriate, legible, and timely written patient records, which shall at all times be suitable for use by successor physicians, and strict adherence to Hospital's policies regarding the custody of patient charts.
- (h) Supervision of individuals who participate in the care of patients or the rendering of services to patients for the purpose of providing high quality patient care.
- (i) Participation in professional education programs which will maintain and advance professional and staff patient-care skills and programs which will educate patients and their families.
- (j) Participation in activities directed towards improving the professional care rendered by Physician and the Hospital, including such peer review and other programs as the Hospital shall designate.
- (k) Provision of input and advice to Hospital in the development of policies, procedures and programs, both current and new, for medical care at Hospital in the community;
- (l) Provision of advice to Hospital on the acquisition of equipment and other technology which will improve the medical diagnosis and treatment of patients; and
- (m) Provision of care to indigent patients in accordance with the Hospital's policies.

**OTHER:**

1. Is responsible for attending all annual mandatory educational programs required for the position.
2. Is familiar with and demonstrates Quality in Action principles and participated in the process as appropriate.
3. It is understood that this Job Description reflects the typical duties of a physician and is not necessarily inclusive of all duties that may be assigned.

**EDUCATION/OTHER REQUIREMENTS:**

1. MD/DO degree

2. Current NYS professional license as MD/DO and DEA license
3. Medical staff privileges at Arnot and/or other affiliated hospitals
4. Attain/Maintain board certification in specialty; Other certifications may also be required, including, but not limited to: ACLS, ATLS, BLS, DEA license

**EXPERIENCE/SKILL REQUIREMENTS:**

1. Demonstrates ability to consistently provide high-quality, evidence-based, compassionate care for patients.
2. Demonstrates leadership skills and ability to interface effectively and collaboratively with employees, patients, and community.
3. Demonstrates personal professionalism via interpersonal skills, attitude, appearance, language and other similar attributes.
4. Possesses and demonstrates critical reasoning ability and strong decision making skills.
5. Highly organized; Able to consistently complete multiple professional demands in a timely manner
6. Dedicated to a philosophy of service, and ethical behavior; Demonstrates loyalty to the Arnot Health system
7. Proponent of hospital/physician alignment and clinical integration

**WORKING CONDITIONS:**

1. Moderate physical effort required. Physician must possess the physical and cognitive abilities necessary to provide comprehensive health care services in physician's specialty to patients and also participate equitably in the emergency call coverage rotation for Physician's practice and any in-patient facilities where Physician holds staff privileges.

**EXPOSURE:**

1. Category I. Tasks that involve exposure to blood, body fluids, or tissues.