UNIVERSITY OF SOUTHERN CALIFORNIA
Staff Physician - Student Health Ctr
Job Code: 199307

Grade: 95
OT Eligible: No
Comp Approval: 1/6/2006

JOB SUMMARY:
Performs medical services and does other related work as required by the Executive Director, or designate, for the well being of the patients at the University Park Health Center.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

- Performs medical assessments of patients. Establishes and monitors a medically appropriate level of care for patients. Stresses health education and preventive medical care, where appropriate.
- Takes adequate histories of patients with medical problems. Maintains accurate and up-to-date medical records and prepares reports, as needed.
- Counsels on medical and/or psychological problems and may counsel patients on personal problems and health measures. Refers patients for medical and/or other treatment, when appropriate. Provides medical treatment, where appropriate.
- Consults with private physicians and public agencies in securing treatments for patients requiring services beyond those available at the USC University Park Health Center.
- Works with Counseling Services staff in cases presenting with mental health problems.
- Participates in "Advice Call" for ill or injured patients and those seeking medical advice.
- Reviews history, examination and treatment plan made by physician assistants.
- Ensures compliance with regulatory and legal requirements.
- Maintains professional affiliations, licenses, certifications, etc. Stays current on developments in the field of medicine.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:
Essential: No
In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

M.D.

**Minimum Experience:**

1 Year

**Minimum Field of Expertise:**

Current valid license/certification to practice medicine in the state of California, DEA certificate, and CPR Card. Board certified with current certificate in specialty area. Ability to provide diagnostic treatment and counseling services. Ability to analyze situations and take effective action. Excellent interpersonal skills in order to interact with physicians, nurses, other staff, students, etc. Possess a high degree of confidentiality, discretion, and professionalism.

**Preferred Experience:**

2 Years

**Preferred Field of Expertise:**

Significant interest in working with college age population.

**Skills:**

**Other:**

- Analysis
- Assessment/evaluation
- Communication -- written and oral skills
- Conflict resolution
- Consulting
- Counseling
- Interpretation of policies/analyses/trends/etc.
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
- Organization
- Problem identification and resolution
- Research

**Skills:**

**Machine:**

- Computer Network (Department or School)
- Computer Network (University)
- Computer Peripheral Equipment
- Fax
- Personal Computer
- Photocopier

**Supervises:**

**Level:**
May oversee student, temporary and/or casual workers.

Comments:

Participates in Beeper On-call duties.

SIGNATURES:

Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

The University of Southern California is an Equal Opportunity Employer