**UNIVERSITY OF SOUTHERN CALIFORNIA**  
**Per Diem Staff Physician- Restricted Use**  
**Job Code: 199315**

<table>
<thead>
<tr>
<th>Grade:</th>
<th>00</th>
</tr>
</thead>
<tbody>
<tr>
<td>OT Eligible:</td>
<td>Yes</td>
</tr>
<tr>
<td>Comp Approval:</td>
<td>10/4/2001</td>
</tr>
</tbody>
</table>

**JOB SUMMARY:**

Serves on a per diem basis. Performs medical services in primary care and urgent care and performs other related work as required by the Executive Director, or designee, for the well being of patients at the University Park Health Center.

**JOB ACCOUNTABILITIES:**

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>------</td>
<td>-------</td>
</tr>
</tbody>
</table>

Obtains detailed and accurate medical histories from patients. Performs appropriate physical examinations, delineates problems, and records the information.

Develops and implements patient management plans, including the coordination of referrals to specialty and social services, the recording of progress notes and the provision of continuity of care.

Performs and/or interprets common laboratory, radiological, cardiographic, and other routine diagnostic procedures used to identify pathophysiological processes.

Performs medical procedures such as injections, immunizations, suturing and wound care and manages conditions produced by infection or trauma.

Provides continuity of care in the management of complex illnesses and injuries under the supervision of a physician. Performs evaluation and therapeutic procedures in response to life-threatening situations.

Instructs and counsels patients regarding compliance with prescribed therapeutic regimens, family planning, emotional problems of daily living, and health maintenance.

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.

Counsels patients on medical and psychological problems and provides medical treatment where appropriate, such as for minor illnesses.

Stresses health education and preventive medical care in contacts with patients.

Responsible for reviewing the history, examination and treatment plan made by any physician assistant and/or nurse practitioner assigned to him/her.

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:
2 years

Minimum Field of Expertise:
Possession of the legal requirements for the practice of medicine in California as determined by the California Board of Medical Examiners including a current/valid California license, DEA certificate and CPR card. Board certified with current certificate in either Internal Medicine, Family Practice, Pediatrics or Emergency Medicine required. At least 2 years of full-time or part-time urgent care or emergency care experience. Experience in medical administration of clinical program. Excellent interpersonal skills in interacting with physicians, nurses, other staff and students. Significant interest in working with college age population. Ability to analyze situation and take effective action.

Preferred Experience:
5 years

Preferred Field of Expertise:
5 years of medical practice outside training.

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