UNIVERSITY OF SOUTHERN CALIFORNIA
Per Diem Dermatologist - Restricted Use
Job Code: 199316

Grade: 00
OT Eligible: Yes
Comp Approval: 11/10/2010

JOB SUMMARY:
Serves on a per diem basis. Performs dermatologic 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 examinations of patients and determines medical status of patients with dermatologic conditions. Obtains detailed and accurate medical histories from patients and records the information.

——— ———— Develops and implements treatment and follow-up plans for patients with dermatologic conditions.

——— ———— Consults with private physicians and public agencies in securing treatments for patients requiring services beyond those available at the USC University Park Health Center.

——— ———— Consults with University Park Health Center clinicians on dermatologic problems.

——— ———— Stress health education and preventive medical care in contacts with patients.

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: Yes

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 Dermatology. 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. High degree of confidentiality, discretion and professionalism.

**Preferred Experience:**

5 years

**Preferred Field of Expertise:**

5 years of medical practice outside of training in dermatology.

**Skills: Other:**

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

**Skills: Machine/Equipment:**

- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

**Supervises: Level:**

May oversee student, temporary and/or resource workers.

**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.

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