UNIVERSITY OF SOUTHERN CALIFORNIA

Per Diem Physician-Restricted Use

Job Code: 199327

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Grade: 00
OT Eligible: Yes
Comp Approval: 9/11/2015

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JOB SUMMARY:

Serves on a per diem basis. Performs medical services and performs other related work as required for the well-being of patients at an urgent care medical facility. Assesses and evaluates patients with a variety of medical and/or surgical conditions. Obtains patient history and performs a complete or focused physical examination and procedures, as needed. Devises a diagnostic and treatment plan to address patients’ medical needs.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME
______ ______ 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.

______ ______ Arranges follow-up plans as appropriate for patients’ medical problems and ensures that patients understand discharge instructions and follow-up planning.

______ ______ Devises expedited diagnostic and treatment plans to address the patients’ acute medical needs.

______ ______ Performs and/or interprets common laboratory, radiological, cardiographic, and other routine diagnostic procedures.

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

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

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

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 certification. Maintains BLS, PALS and ACLS certifications, if necessary. 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 supervisors, physicians, nurses, other staff, students, patients and their families, etc. Possess a high degree of confidentiality, discretion, and professionalism.

**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
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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