



Code: 3366

Family: Health and Human Services

Service: Health and Welfare

Group: Medical and Social Service

Series: Professional Medical

CLASS TITLE: SUPERVISING PHYSICIAN

CHARACTERISTICS OF THE CLASS

Under direction, supervises a staff of Physicians and Dentists providing medical and dental care to patients in a comprehensive health center or at multiple clinic sites, and performs related duties as required

ESSENTIAL DUTIES

- Directs the activities of medical staff providing primary and specialty patient care including prenatal, postnatal, pediatrics, obstetrics/gynecology, and other areas of care
- Monitors the provision of dental services where provided
- Evaluates healthcare services provided to ensure the center's operations and medical protocols are in compliance with departmental standards
- Reviews and evaluates physicians' performance through the use of chart review and physician utilization reports
- Schedules staff and makes assignments to meet the service needs of the community
- Meets with health clinic program directors to ensure the efficient coordination and provision of quality health care to patients
- Participates in the development of program protocols and the implementation of quality assurance programs
- Confers and provides consultation to staff clinicians on medical diagnoses and treatment plans as needed
- Serves as collaborating physician for nurse practitioners and nurse midwives, as needed
- Provides primary health care services in an area of specialty
- Makes referrals to other health agencies in direct response to patients' needs
- Coordinates continuing medical education seminars for clinical staff

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from a school of medicine with a Doctor of Medicine or Osteopathy degree accredited by the Liaison Committee on Medical Education (LCME) or the Educational Commission for Foreign Medical Graduates (ECFMG) or the Commission for Osteopathic College Accreditation (COCA), and completion of a residency approved by the Accreditation Council for Graduate Medical Education (ACGME) or the American Osteopathic Association (AOA), supplemented by two years of experience in the practice of public health medicine

Licensure, Certification, or Other Qualifications

- Applicants must possess a valid and unrestricted physician license awarded by any U.S. state at the time of application

- Applicants must possess a valid and unrestricted State of Illinois physician license and Drug Enforcement Administration (DEA) certificate at the time of employment

WORKING CONDITIONS

- Medical facilities environment (e.g., health clinic)

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)
- Microbiology equipment (e.g., microscopes, scientific calculators)
- Biological and chemical testing equipment (e.g., electron microscopes, light microscopes, x-ray analyzers)
- Medical instruments (e.g., stethoscope, sterilizer, scale, tongue depressor, life signs monitors, thermometer, urine dips, microscope, sphygmomanometer, otoscope, dop-tone fetoscope)
- Standard phlebotomy equipment

PHYSICAL REQUIREMENTS

- Ability to walk and stand for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to make precisely coordinated movements with one's fingers
- Ability to move one's hands and arms to grasp or manipulate objects

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:

- *Biology and Chemistry
- *anatomy and physiology
- *medical terminology conditions, testing, treatments, practices, and procedures
- *uses, side effects, and interactions of prescription medicines and other drugs
- *human development and disease theory

Moderate knowledge of:

- *primary health care professional principles, practices, and procedures
- *alcohol and substance abuse traits and treatments
- *clinical methods and procedures
- *public health care trends, issues, programs, and services
- nutritional assessment, planning, and counseling

Some knowledge of:

- management and supervisory methods, practices, and procedures
- particular needs, issues, and concerns of specific communities or groups (e.g., the elderly, disabled persons, domestic violence victims)

- applicable federal, state, local laws, regulations, and guidelines

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Physician class

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *SCIENCE - Use scientific rules and methods to solve problems
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *INSTRUCTING - Teach others how to do something
- *SOCIAL PERCEPTIVENESS - Demonstrate awareness of others' reactions and understand why they react as they do
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
- QUALITY CONTROL ANALYSIS - Conduct tests and inspections of products, services, or processes to evaluate quality or performance

Other skills as required for successful performance in the Physician class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- CONCENTRATE - Concentrate on a task over a period of time without being distracted
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other abilities as required for successful performance in the Physician class

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- CONCERN FOR OTHERS - Demonstrate sensitivity to others' needs and feelings and be understanding and helpful on the job
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Physician class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
(Valtera Corporation)

September, 2010