



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 724.1

Job Title: **PHYSICIAN, MD**

Pay Grade: 33

GENERAL SUMMARY:

Provides professional patient medical care and services, including consultative services, preventive medicine, disease control and record keeping.

RESPONSIBILITIES:

- Interviews, examines, diagnoses and treats patients using professional medical procedures.
- Counsels patients and advises on health education, i.e. diet, hygiene and preventive measures.
- Coordinates patient care, follow-up and/or referral with internal staff and external medical facilities.
- Conducts chart reviews and participates in medical care quality assurance.
- Maintains accurate and current records; participates in quality improvement activities.
- Maintains professional licensure and keeps abreast of recent medical field developments.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Medical Doctor's degree from an American Medical Association accredited medical school.

License: Requires a license to practice medicine in the State of Texas within six months of the time of hire.

EXPERIENCE:

Two years of experience as a practicing physician in the United States are required.

COMPLEXITY:

Work is very non-standardized and widely varied, involving many complex and significant variables. Analytic ability and inductive thinking are required in extensively adapting policies, procedures and methods to fit unusual or complex situations.

IMPACT OF ACTIONS:

Errors in work could lead to major costs and problems, and could significantly affect short-term results of the City. Work is typically performed with policy direction and the individual sets virtually all the objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:

No indirect reports.

SPECIFICATIONS: (continued)

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors and occasionally with Managers and Assistant Directors. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher level problem resolution.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:

The position is physically comfortable, the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are routine exposures to significant levels of heat, cold, moisture and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature, such as cuts, bruises and minor burns.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be listed in the above job description.

JOB FAMILY:

Physician, M.D.

Chief Physician, M.D.

Effective: October 1990

Revised: May 2013