



## JOB DESCRIPTION

### Clinical Group Staff Physician with Applied Clinical Informatics

**EDUCATION:** MD or DO degree from an accredited medical school and satisfactory completion of an ACGME accredited primary care residency training program. License in good standing to practice medicine in the State of Texas and Board certified (Family Medicine preferred). Clinical Informatics board certified or eligible strongly preferred.

**REPORTS TO:** Chief Medical Information Officer and Chief Medical Officer

**EXPERIENCE:** Completion of Primary Care Residency and Clinical Informatics Fellowship or comparable experience such that physician is eligible for Clinical Informatics Board Certification.

**SKILLS:** Possesses a high degree of initiative, judgment, discretion and decision-making to achieve clinic's mission, analyze situations and EHR functionality accurately in order to take effective action, organize work, delegating and achieving goals and objectives. Exercises judgment and discretion in advising CMIO regarding EHR role in developing, applying, interpreting clinical policies and procedures. Able to obtain input from stakeholders for EHR modification or implementation of new functionality and act as a liaison between clinicians and IT staff.

**PHYSICAL AND MENTAL REQUIREMENTS:** See reverse

#### **PRIMARY DUTIES:**

- Work 8 half days per week as clinical group physician (divided between set and floating half days as needed - included in call rotation) This is an approximation as there will be flexibility when pulled to provide extra coverage in informatics or clinical areas subject to the needs of WFM. Will usually include 1 half day administrative time at discretion of supervisor when clinical needs of WFM allow.
- Work 2 half days per week on informatics. Participate in select informatics planning meetings
- Provide oversight and training to informatics fellows in both structured (didactic) and unstructured (as opportunities arise/apprenticeship model) settings
- Train new providers in EHR use and for new functionality including but not limited to, development of training materials, updating training manuals, updating of competency checklists, hands on support for providers, nurses and for new workflows
- Work with ambulatory analysts on configuration and development of workflows
- Development of general EHR content
- Assist CMIO with prioritizing reports and work as liaison between requesters and reporting staff to design and vet reports with assistance from QA Nurse.
- Assist CMIO with Uniform Data System planning and execution
- Assist CMIO in project management for new functionality and/or conversions
- Assist CMIO and CIO in planning for maximum use of available EHR/IT resources to improve healthcare of underserved patients and training of health professionals.
- Act as a liaison between clinicians, nurses, Administration and IT Department (shared with CMIO)
- Participate in professional development activities such as Epic Provider Builder Role and Epic Users Group Meeting

#### **OTHER DUTIES:**

- as assigned by supervisor

**PHYSICAL AND MENTAL REQUIREMENTS:**

- possess a valid Texas driver’s license and appropriate liability insurance
- visual and auditory accuracy
- shift length - 8 hours
- indoor setting
- continuous use of computer and calculator
- long periods of sitting
- frequent use of telephone
- continuous repetitive grasping and manipulation of both hands
- continuous conversational communication
- occasional lifting and carrying of up to 25 lbs
- occasional walking, standing, squatting, bending, kneeling, reaching and twisting and climbing
- infrequent use of personal car
- occasionally working in confined areas
- understand/carry out simple/detailed, oral/written instructions
- memorize and retain instructions
- read and interpret detailed specifications
- mental competency
- be a non-tobacco/e-cigarette user

**REVIEWED WITH EMPLOYEE:**

\_\_\_\_\_  
Employee

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Supervisor

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Date