

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A	
Position No: 576-146-7551-005	Date:
Class: Physician and Surgeon	Name:
Under the general supervision of the Chief Medical Officer for the Veterans Home of California (VHC) Greater Los Angeles and Ventura County (GLAVC), the Physician and Surgeon is responsible for the medical care of an assigned group of GLAVC residents and the supervision of nurses, attendants, and others engaged in the care of residents. The incumbent shall be responsible for making ordinary professional decisions independently and work in accordance with established schedules and routines. The incumbent shall possess all of the legal requirements for the practice of medicine in California as determined by the California Board of Medical Quality Assurance or the California Board of Osteopathic Examiners and possess a valid certificate issued by an American Medical Specialty Board or an American Osteopathic Board as a specialist in one of the fields of medicine. Provider must be linked through their NPI to their facility for Medicare, MediCal, DentiCal and all other applicable insurance vendors. Duties include but are not limited to the following:	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
50%	Examine and diagnose resident illness and administer medical treatment; provide preventative health care maintenance when appropriate; make rounds of assigned residences and review reports, record medication recaps and progress of patients; direct and attend Interdisciplinary Team conferences (IDT).
15%	Maintain medical records and case histories, and prepare reports and professional correspondence. Initiate consultation and referral request and complete cost center accounting forms. Make appropriate phone call communications with resident family/relatives and outside medical consultants and facilities.
10%	Receive and respond to night calls concerning resident medical care.
10%	Medical Staff Functions: Committee meetings, clinical and research projects, continuing medical education (CME); provider will complete appropriate charge slips for all resident visits in order for Veterans Homes to be reimbursed for services provided.
5%	Order and evaluate results of laboratory examinations, x-rays, EKG's, consultations, medications, treatments, procedures, and other diagnostic/therapeutic tests.
5%	Attend and participate in staff conferences and case discussions of surgical, medical and mental health cases; instruct and supervise nurses and personnel assigned for special training.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS						
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More	
VISION: Observe residents and staff; review documentation; write documentation and reports.					X	
HEARING: Answer telephone; listen to residents, staff, family members and visitors.					X	
SPEAKING: Communicate with staff, residents family members and visitors to give instructions; advise residents, family members and staff; interact in mandatory meetings.					X	
WALKING: Attend mandatory meetings and trainings in alternate building locations.			X			
SITTING: Perform computer tasks; attend meetings and trainings.			X			
STANDING: Copy documents; review records.		X				
BALANCING:		X				
CONCENTRATING: Review documentation; fill out forms; monitor work areas for safety; review budget reports; maintain alertness during meetings and trainings.					X	
COMPREHENSION: Practice medicine. Implement infection control guidelines. Prepare reports and review financial statements. Understand resident needs; laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions; facilitate the dynamic of team work.					X	
WORKING INDEPENDENTLY: Manage medical department.					X	
LIFTING UP TO 10 LBS:					X	
LIFTING 10-20 LBS:		X				
LIFTING 25-50 LBS:		X				
FINGERING: Push telephone buttons, operate keyboard, handle medical instruments; manipulate writing utensils; sort through paperwork.					X	
REACHING: Store and access files.		X				
CARRYING: Transport mail and small objects.					X	
CLIMBING: As needed to perform duties.		X				
BENDING AT WAIST: As needed to perform duties.		X				
KNEELING: As needed to perform duties.		X				
PUSHING OR PULLING: As needed to perform duties.		X				
HANDLING: Sort through paperwork; handle medical instruments.			X			
DRIVING: Business-related travel; special events.		X				
OPERATING EQUIPMENT: Operate medical equipment.				X		
WORKING INDOORS: Work in an office environment and health care facility environment.					X	
WORKING OUTDOORS: Attend special outdoor events and official functions.		X				
WORKING IN CONFINED SPACE: File room, storage closet, etc.						

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____