



Job/Position Description

Position Title: Resident-Family Practice Residency-Lutheran	Department Name: Medical Education Administration
UPH Affiliate: UnityPoint Health – Des Moines	Department Number: 3020-1067020
Effective Date: January 2013	Review Date(s): November 2016
Prepared By: Chanteau Ayers, JD Director, Medical Education Administration	Approved By: William J. Yost, MD Vice President Medical Education and Research
Position Reports To: Director, Medical Education Administration Residency Program Director	

Description of Position:

Provide a "snapshot" or the principal purpose or focus of the position, consisting of no more than three to five sentences. This summary should provide enough information to differentiate the major function and activities of the position from those of other positions.

Resident physicians will provide, consistent with their level of training and expertise, care for all types of patients within the goals and objectives of their curriculum under the supervision of faculty and the program director. Successful performance contributes to a holistic approach to the delivery of services, improved patient care, and a high level of satisfaction from patients and families.

Essential Functions/Responsibilities:	% of Time
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Essential functions are the duties and responsibilities that are essential to the position (not a task list). Do not include if less than 5% of work time is spent on this duty. Be specific without giving explicit instructions on how to perform the task. Do not include duties that are to be performed in the future. Duties should be action oriented and avoid vague or general statements.	(annually)
<p>Key Accountability</p> <ul style="list-style-type: none"> Meet responsibilities inherent in each rotation as defined by the rotation goals and objectives. Perform all other duties and functions as necessary to complete the requirements of the appropriate specialty board and the Accreditation Council for Graduate Medical Education program specific requirements. 	30 %
<p>Key Accountability</p> <ul style="list-style-type: none"> Comply with the on-call schedule established by the program director. 	20 %
<p>Key Accountability</p> <ul style="list-style-type: none"> Participate in all academic conferences, lectures, grand rounds, etc. as established by the program director. Develop a personal program of learning to foster continued professional growth with guidance from the teaching staff. 	20 %
<p>Key Accountability</p> <ul style="list-style-type: none"> Participate fully in the educational and scholarly activities of the program and as required, assume responsibility for teaching and supervising assigned medical students. 	10 %
<p>Key Accountability</p> <ul style="list-style-type: none"> Complete in a timely manner all medical recordkeeping responsibilities, in compliance with medical staff and hospital policies. Respect and maintain confidentiality of patient information and agree to refrain from gossip and rumor concerning residents, physicians, employees, or patients. 	10 %
<p>Essential Functions/Responsibilities:</p> <p>Essential functions are the duties and responsibilities that are essential to the position (not a task list). Do not include if less than 5% of work time is spent on this duty. Be specific without giving explicit instructions on how to perform the task. Do not include duties that are to be performed in the future. Duties should be action oriented and avoid vague or general statements.</p>	<p>% of Time</p> <p>(annually)</p>
<p>Basic UPH Performance Criteria</p> <ul style="list-style-type: none"> Demonstrates the UnityPoint Health FOCUS Values and Standards of Behaviors as well as adheres to policies and procedures and safety guidelines. Demonstrates ability to meet business needs of department with regular, reliable attendance. Use best efforts to achieve and maintain positive relations with patients, family members, patient representatives, medical center employees, members of the medical staff, referring physicians, and other residents. Participate in appropriate medical center and medical staff committees when appointed. Practices and reflects knowledge of HIPAA, TJC, DNV, OSHA and other federal/state regulatory agencies guiding healthcare. Completes all annual education and competency requirements within the calendar year. 	10%

<ul style="list-style-type: none"> Is knowledgeable of hospital and department compliance requirements for federally funded healthcare programs (e.g. Medicare and Medicaid) regarding fraud, waste and abuse. Brings any questions or concerns regarding compliance to the immediate attention of hospital administrative staff. Takes appropriate action on concerns reported by department staff related to compliance. 	
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Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Demonstration of UPH Values and Standards of Behaviors

Consistently demonstrates UnityPoint Health's values in the performance of job duties and responsibilities

Foster Unity:	<ul style="list-style-type: none"> Leverage the skills and abilities of each person to enable great teams. Collaborate across departments, facilities, business units and regions. Seek to understand and are open to diverse thoughts and perspectives.
Own The Moment:	<ul style="list-style-type: none"> Connect with each person treating them with courtesy, compassion, empathy and respect Enthusiastically engage in our work. Accountable for our individual actions and our team performance. Responsible for solving problems regardless of the origin.
Champion Excellence:	<ul style="list-style-type: none"> Commit to the best outcomes and highest quality. Have a relentless focus on exceeding expectations. Believe in sharing our results, learning from our mistakes and celebrating our successes.
Seize Opportunities:	<ul style="list-style-type: none"> Embrace and promote innovation and transformation. Create partnerships that improve care delivery in our communities. Have the courage to challenge the status quo.

QUALIFICATIONS:

	Minimum Requirements	Preferred or Specialized
	Identify items that are minimally required to perform the essential functions of this position.	Not required to perform the essential functions of the position.
Education:	Graduate of a medical school in the United States and Canada accredited by the Liaison Committee on Medical Education, or Graduate of a college of osteopathic medicine in the United States accredited by the American Osteopathic Association, or graduate of a medical school	

	Minimum Requirements Identify items that are minimally required to perform the essential functions of this position.	Preferred or Specialized Not required to perform the essential functions of the position.
	<p>outside the United States and Canada who meets the following:</p> <ol style="list-style-type: none"> 1. Possess a currently valid certificate from the Educational Commission for Foreign Medical Graduates. 2. Possess a full and unrestricted license to practice medicine in Iowa. 	
Experience:	<p>Possess valid resident physician license to practice medicine in Iowa.</p> <p>Pass Steps 1 and 2 of the United States Medical Licensing Examination (USMLE) or Levels 1 and 2 of the Comprehensive Osteopathic Medical Licensing Examination (COMLEX).</p>	
License(s)/Certification(s):	<p>Valid driver's license when driving any vehicle for work-related reasons.</p>	
Knowledge/Skills/Abilities:	<p>Be familiar with word processors and computers.</p>	
Other:	<ul style="list-style-type: none"> • Uphold high standards of personal integrity and effectively manages time. • Perform functions other than described due to extenuating circumstances. 	

SCOPE: Position has supervisory responsibilities? Yes or No If yes, complete below.

Number of Employees Supervised (Complete if position has supervisory responsibilities of individuals)			
	Direct	Indirect	Total
Exempt	0	0	0
Non-Exempt	0	0	0
Total	0	0	0

Budget Control (Complete if position has budget responsibilities)	
Annual Operating Budget (including payroll)	\$ 0
Annual Revenue/Sales	\$ 0

Other Scope Measurements

Pertinent to the position, such as number of beds, number of units/departments, number of employees leading, cases per month, etc.

Item	Number
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Mental/Cognitive Demands:

(List any special mental and cognitive abilities required by the position in your specific environment)

- Must possess advanced verbal and writing skills. Must be able to compose original correspondence and policies/procedures.
- Must have the ability to solve practical problems within an environment where a variety of variables exist.
- Must be able to understand and follow technical manuals, and provide instruction to a diverse population.
- Must be able to interview people and obtain basic information.
- Must be able to successfully interact with physicians, administrators, employees, business and industry leaders, board members, and others.
- Must possess leadership qualities with a high degree of organizational skills.
- Must be highly self-motivated and self-directed.
- Must be able to communicate effectively with people of diverse professional, educational and lifestyle backgrounds.
- Perform functions under the stress of conflicting demands and deadlines.
- Work independently.
- Must be able to interpret information and solve problems.
- Must be able to set priorities and possess good organization skills.

WORKING CONDITIONS:

Physical Requirements

(Check all that apply if essential to perform job – with or without accommodations)

<input checked="" type="checkbox"/> Talk/Hear (communicate, detect, converse with, discern, convey, express oneself, exchange information)
<input checked="" type="checkbox"/> See (defect, determine, perceive, identify, recognize, judge, observe, inspect, estimate, assess)
<input checked="" type="checkbox"/> Stand or Sit (stationary position)
<input checked="" type="checkbox"/> Walk (move, traverse)
<input checked="" type="checkbox"/> Use hands/fingers to handle or feel (operate, activate, use, prepare, inspect, place, detect, position)
<input checked="" type="checkbox"/> Climb (stairs/ladders) or Balance (ascent/descent, work stop, traverse)
<input checked="" type="checkbox"/> Bend/Stoop/Kneel
<input checked="" type="checkbox"/> Squat/Crouch/Crawl
<input checked="" type="checkbox"/> Reaching/Twisting
<input checked="" type="checkbox"/> Taste/Smell (detect, distinguish, determine)
<input checked="" type="checkbox"/> Pushing/Pulling

Lifting Requirements
(Check appropriate category to perform job – with or without accommodations)
<input type="checkbox"/> <u>Level 1; Sedentary Work:</u> Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.
<input type="checkbox"/> <u>Level 2; Light Work:</u> Exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires walking or standing to a significant degree, pushing or pulling arm or leg controls or maintaining a production rate pace. Light work requires physical exertion of forces greater than that of sedentary work.
<input checked="" type="checkbox"/> <u>Level 3; Medium Work:</u> Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/> <u>Level 4; Heavy Work:</u> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/> <u>Level 5; Very Heavy Work:</u> Exerting in excess of 100 pounds of forces occasionally, and/or in excess of 50 pounds of force constantly to move objects.

Hazards and Atmospheric Conditions	
(check all that apply)	
<input type="checkbox"/> Normal Office Surroundings	<input checked="" type="checkbox"/> Vibration
<input checked="" type="checkbox"/> Exposure to Fumes	<input type="checkbox"/> Mechanical Hazards
<input checked="" type="checkbox"/> Exposure to Dust	<input checked="" type="checkbox"/> Chemical Hazards
<input type="checkbox"/> Exposure to Extreme Temperatures	<input type="checkbox"/> Electrical Hazards
<input type="checkbox"/> Wet and/or Humid	<input checked="" type="checkbox"/> Radiant Energy Hazards
<input checked="" type="checkbox"/> Noise	<input type="checkbox"/> Explosives Hazards
<input checked="" type="checkbox"/> Mists or Gases	<input type="checkbox"/> Burn Hazards
Other/Comments:	
Precautions must be followed when working in any health care environment.	

OSHA Categories
(Complete this OSHA section for clinical/patient related jobs)
<input checked="" type="checkbox"/> Category I: Duties performed routinely require exposure to blood, body fluid and tissue.
<input type="checkbox"/> Category II: Normal routine involves no exposure to blood, body fluid or tissue, but exposure or potential for exposure may occur.
<input type="checkbox"/> Category III: Normal routine involves no exposure to blood, body fluid, or tissue and as part of their employment, incumbents are not called upon to perform or assist in emergency care or first aid.

To Be Completed by Compensation Analyst	
FLSA Designation:	Lawson Job Level:
Lawson Job Category:	Lawson Job Sub-Category:
Lawson Job Code:	Lawson Job Title:

Short Term Incentive Eligibility:	Union Affiliation:
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