*Disclaimer:*

*This document is provided as an example only and is intended as a starting point for physicians to engage in discussions with their clinic partners and professional advisors (including legal and financial experts) to develop hiring resources specific to physicians’ individual needs and preferences.*

*These examples do not constitute the provision of professional advice. Doctors of BC does not provide legal or financial advice to members and is not liable in any way for use of its general informational resources. Members are encouraged to obtain professional legal and/or financial advice whenever changing their business model, including through the establishment of new positions and the process of hiring staff. Professional legal and financial advisors can support you in knowing and complying with the range of applicable laws, policies, guidelines and regulatory requirements governing your practice and your rights and responsibilities as an employer.*

**Generic Job Description**

|  |  |
| --- | --- |
| Job Title | [Insert Job title] |
| Reporting to | [Insert reporting Clinic Owner/Medical Director/Office Manager name/title] |
| Family practice | [Insert practice name] |
| Location | [Insert practice location] |

**Job Summary:**

A [ Job title] works directly with \_\_\_\_\_\_\_\_\_\_\_\_\_ and additional members of a health care team. [ Job title] responsible for providing \_\_\_\_\_\_\_\_ services.

*[Physicians encouraged to add or remove duties and responsibilities, additional qualifications & skills and abilities that apply directly to their clinic needs]*

**Duties and Responsibilities:**

* Provide \_\_\_\_\_ services, within defined scope of practice, to patients based on patient assessment and care planning procedures
* Provide safety and health education to individuals and their families.
* Complete necessary documentation that accounts to this position.

**Qualifications:**

* Have successfully completed [Insert require education]
* Preferably [Years of experience required] of recent related experience, knowledge of available programs and services including their interrelationships, and their function in delivering care in the community, or an equivalent combination of education, training, and experience.
* [add additional certifications]

**Skills and Abilities:**

* Demonstrate clinical competence. (if necessary)
* Work effectively as part of a multidisciplinary team and with patients and their caregivers/families.
* Intervene in crisis or difficult situations. Demonstrate conflict resolution, critical thinking, and problem-solving skills.
* Utilize sound judgment, good observation and assessment skills, tact, and empathy. Fact-find and seek out information and/or resources.
* Organize and prioritize work, service needs and delivery of service.
* Maintain a commitment to continuing professional development as required by the employer.
* Communicate effectively, both verbally and in writing.
* Promote positive change.
* Foster and promote good public relations.
* Operate related equipment, including computers.
* Physically and emotionally able to carry out the duties of the position.
* Have access to a personal vehicle.

**Contact Information:**

**Please contact\_\_\_\_\_\_\_\_\_\_\_\_ for more information or questions regarding this job description.**

**Please submit resume and cover letter to \_\_\_\_\_\_\_\_\_\_\_\_\_**

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