



State of New Mexico
Classification Description

PHYSICIAN – FAMILY PRACTICE, INTERNAL MEDICINE and HOSPITALIST

General Summary

Direct patient care in hospital and clinic settings through the provision of evaluation, diagnosis, treatment, and consultation services. Employees may serve in a variety of medical roles including primary care, family practice, internal medicine, pediatrics, geriatrics, and hospitalist.

Physician Level I – Family Practice, Internal Medicine, and Hospitalist

Jobcode: HHOP35

Pay Band: XE

FLSA Status: FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Distinguishing Characteristics

First level Physician directs patient care services in clinic and hospital settings.

Recommended Education and Experience for Full Performance

Requires a license to practice medicine in New Mexico and two (2) years of experience as it pertains to the essential duties and responsibilities of the classification. Internal Medicine or Family Practice Board Certification, possess an active controlled substance license and DEA registration in New Mexico.

Minimum Qualifications

Requires a license to practice medicine in New Mexico. Internal Medicine or Family Practice Board Certification, possess an active controlled substance license and DEA registration in New Mexico.

Essential Duties and Responsibilities*

- Directs patient care in clinic and hospital settings.
- Evaluates/performs physical examinations of patients and develops plan of care for specific complaints/diseases upon admission and thereafter on a scheduled or as needed basis.
- Reviews and completes documentation related to intake history, physical examination and plan, to include patient history on medical history and related factors.
- Participates as member of assigned medical and administrative committees, such as medical staff, quality improvement, licensing, infection control, pharmacy, and policy and procedure.
- Orders/facilitates the performance of ancillary tests including laboratory tests and imaging.
- Orders, evaluates, adjusts and terminates prescription of medication dosages using sound medical, ethical and responsible discretion.
- Orders appropriate referrals of patients to other medical/mental health practitioners, as well as to community resources to address clinical needs of patient.
- Maintains accurate and timely medical records.
- May provide supervision or oversight and consultation to advanced practitioners, including review of documentation.

Physician Level II – Family Practice, Internal Medicine, and Hospitalist

Jobcode: HHOP40

Pay Band: XF

FLSA Status: FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

PHYSICIAN – FAMILY PRACTICE, INTERNAL MEDICINE and HOSPITALIST

Distinguishing Characteristics

Experienced level Physician directs patient care services in clinic and hospital settings. Manages complex caseloads and provides oversight or clinical supervision to lower level physicians and clinicians.

Recommended Education and Experience for Full Performance

Requires a license to practice medicine in New Mexico and six (6) years of experience as it pertains to the essential duties and responsibilities of the classification. Internal Medicine or Family Practice Board Certification, possess an active controlled substance license and DEA registration in New Mexico.

Minimum Qualifications

Requires a license to practice medicine in New Mexico and two (2) years of experience as it pertains to the essential duties and responsibilities of the classification. Internal Medicine or Family Practice Board Certification, possess an active controlled substance license and DEA registration in New Mexico.

Essential Duties and Responsibilities*

- Manages and/or consults on clinically complex cases. Directs patient care in clinic and hospital settings.
- May provide supervision or oversight and consultation to lower level physicians and advance practitioners, including review of documentation.
- Evaluates/performs physical examinations of patients and develops plan of care for specific complaints/diseases upon admission and thereafter on a scheduled or as needed basis.
- Reviews and completes documentation related to intake history, physical examination and plan, to include patient history on medical history and related factors.
- Participates as member of assigned medical and administrative committees, such as medical staff, quality improvement, licensing, infection control, pharmacy, and policy and procedure.
- Orders/facilitates the performance of ancillary tests including laboratory tests and imaging.
- Orders, evaluates, adjusts and terminates prescription of medication dosages using sound medical, ethical and responsible discretion.
- Orders appropriate referrals of patients to other medical/mental health practitioners, as well as to community resources to address clinical needs of patient.
- Maintains accurate and timely medical records.
- Reviews a peer's performance and work based on documentation, diagnosis, clinical judgement/decision making, technical skills, planning, and knowledge.

Physician Level III – Family Practice, Internal Medicine, and Hospitalist

Jobcode: HHOP46

Pay Band: XG

FLSA Status: FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Distinguishing Characteristics

Senior level Physician accountable for directing patient care services in clinic and hospital settings. In addition to fulfilling the duties of a practicing Physician, incumbents at this level are accountable for mentoring Physicians at the first and second level, acting as a Chief of Staff Physician (elected by peers on a rotational basis) and may act as the Medical Director for a designated facility.

Recommended Education and Experience for Full Performance

Requires a license to practice medicine in New Mexico and ten (10) years of experience as it pertains to the essential duties and responsibilities of the classification. Internal Medicine or Family Practice Board Certification, possess an active controlled substance license and DEA registration in New Mexico.

PHYSICIAN – FAMILY PRACTICE, INTERNAL MEDICINE and HOSPITALIST

Minimum Qualifications

Requires a license to practice medicine in New Mexico and six (6) years of experience as it pertains to the essential duties and responsibilities of the classification. Internal Medicine or Family Practice Board Certification, possess an active controlled substance license and DEA registration in New Mexico.

Essential Duties and Responsibilities*

- Performs all duties of a Level II Physician.
- Plans, organizes and directs hospital staff and activities within the Department of Medicine.
- Provides clinical supervision or oversight, training and consultation to lower level physicians and advance practitioners, including review of documentation.
- Provides feedback on documentation deficiencies and quality measures.
- Chairs, participates, and/or delegates committee assignments for medical and administrative committees, such as medical staff, quality improvement, licensing, infection control, pharmacy, and policy and procedure.
- Responsible for the development and monitoring of key performance indicators within the department to maintain quality control.
- Participates in departmental activities to comply with licensing, accreditation, and administrative policies.
- Establishes the appropriate medical protocols in accordance with approved policies and practices and ensures that medical services are performed and delivered in accordance with those protocols.
- In addition to fulfilling the duties of a practicing Physician, incumbents at this level act as a Chief of Staff Physician (elected by peers on a rotational basis) and may act as the Medical Director for a designated facility.

Statutory Requirements: Statutory requirements for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted including. It is the hiring Agencies responsibility to ensure the appropriate licenses/certifications are obtained for each position.

Conditions of Employment: Conditions of employment for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted.

Working Conditions: Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Established: 10/18/2019

Revised:

**Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website (www.spo.state.nm.us) to ensure this represents the most current copy of the position.*

*** Supervisor must supervise two (2) or more full-time positions.*