



State of New Mexico  
Classification Description

## PHYSICIAN – SURGEON

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### **General Summary**

Provide surgical services and consultation in the areas of trauma care, critical ICU care, inpatient and outpatient consultations, emergency room consultations, chronic and acute wound care, diabetic wound care, and emergency surgery.

### **Physician Level I – Surgeon**

**Jobcode:** HSUR35

**Pay Band:** XH

**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 Surgeon performs surgical procedures for inpatient, outpatient, and emergency room settings and provides clinical consultation.

### ***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. General Surgery 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. General Surgery Board Certification, possess an active controlled substance license and DEA registration in New Mexico.

### ***Essential Duties and Responsibilities\****

- Performs scheduled and emergency outpatient surgical procedures, including endoscopies.
- Orders and interprets all necessary laboratory and diagnostic tests and imaging.
- Perform inpatient surgical procedures and consultations. Provide clinical staff education.
- Perform surgical room procedures and consultations.
- Participates as member of assigned medical and administrative committees, such as medical staff, quality improvement, licensing, infection control, pharmacy, and policy and procedure.
- Maintains accurate and timely medical records.
- May provide clinical supervision or oversight and consultation to advanced practitioners, including review of documentation.
- Performs discharge planning taking into consideration patient environment and skills.

### **Physician Level II – Surgeon**

**Jobcode:** HSUR40

**Pay Band:** XI

**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***

Second level Surgeon performs surgical procedures for inpatient, outpatient, and emergency room settings and provides clinical consultation. Oversees complex caseloads and provides oversight or direction to lower level physicians and clinicians.

## PHYSICIAN – SURGEON

### ***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. General Surgery 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. General Surgery Board Certification possess an active controlled substance license and DEA registration in New Mexico.

### ***Essential Duties and Responsibilities\****

- Oversees and/or consults on clinically complex cases. Directs patient care in a surgery clinic and/or inpatient surgery settings.
- May provide clinical supervision or oversight and consultation to lower level surgeons and advance practitioners, including review of documentation.
- Performs scheduled and emergency outpatient surgical procedures, including endoscopies. Orders and interprets all necessary laboratory and diagnostic tests and imaging.
- Performs inpatient surgical procedures and consultations. Provides clinical staff education.
- Performs surgical room procedures and consultations.
- Participates as member of assigned medical and administrative committees, such as medical staff, quality improvement, licensing, infection control, pharmacy, and policy and procedure.
- 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.
- Performs discharge planning taking into consideration patient environment and skills.

### **Physician Level III – Surgeon**

**Jobcode:** HSUR46

**Pay Band:** XJ

**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 Surgeon accountable for directing surgical services in outpatient and hospital settings. In addition to fulfilling the duties of a practicing Surgeon, incumbents at this level are accountable for clinical supervision of Surgeons at the first and second level, acting as a Chief of Staff (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. General Surgery 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 six (6) years of experience as it pertains to the essential duties and responsibilities of the classification. General Surgery Board Certification, possess an active controlled substance license and DEA registration in New Mexico.

## PHYSICIAN – SURGEON

### ***Essential Duties and Responsibilities\****

- Performs all duties of a Surgeon Level II. Oversees and/or consults on clinically complex cases.
- Plans, organizes and directs hospital staff and activities within the Department Surgery.
- Provides clinical supervision or oversight and consultation to lower level physicians and advance practitioners, including review of documentation.
- Provides feedback on documentation deficiencies and quality measures.
- Participates in departmental activities to comply with accreditation and regulatory standards.
- Works closely with hospital staff, departmental directors and physicians to ensure high standards of quality and safety within the Surgery department.
- 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.
- Accountable for all required documentation in accordance with medical policies, practices and protocols.
- 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.

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**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:**

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*\*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](http://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.*