



Amherst College
Office of Human Resources

JOB DESCRIPTION

Title: Medical Doctor (Casual Position, No Benefits)

Department: Health Services Reports to title: Director of Health Services

Full Time: _____ Part Time: x Date Prepared: June 17, 2019

Job Group & Level: _____ Regular Daily Work Schedule: _____ to _____

Pay Type: Weekly _____ Monthly X Months Per Year: 9 Hours Per Week: 4-8

(Summer Months) Months Per Year: _____ Hours Per Week: _____

1. Summary of Position:

Under the general direction of the Director of Health Services the Medical Doctor provides health maintenance, episodic illness, chronic disease care, acute illness or injury care using guidelines set by the College's Health Services. Using independent judgment, provides this service for students during scheduled clinic hours throughout the year. The MD takes appropriate actions to support a diverse workforce and participates in the College's efforts to create a respectful, inclusive, and welcoming environment

2. Principal Duties and Responsibilities:

95% Patient Care

- Performs identification, management, and treatment of health or injury problems. Takes a patient's medical history, performs physical examinations and appropriate procedures, and evaluates age related patient development. Orders and/or performs appropriate laboratory and other diagnostic tests, interprets results of tests, and make appropriate clinical judgments.
- Assesses physical and psychosocial health/illness status of patients. Recognizes abnormalities and brings to the attention of the Director those not covered by standard guidelines.
- Regulates medications and diet, provides psychosocial support and counseling. Prescribes medications in accordance with MA license.
- Uses Universal Precautions when exposed to blood and body fluids.

- Coordinates all phases of patient health care, makes arrangements for outside examinations and refers patients to other health care professionals if indicated. Provides health education and teaching. Provides care to patients under the influence of alcohol or other drugs, as well as emotionally unstable patients.

5% performs other duties functions as requested

- Has developed clinical expertise and provides expert consultation to other health care staff.
 - Maintains working knowledge of emergency equipment.
 - Participates in scheduled meetings, task forces, and committees. Participates in programs of quality assurance, peer reviews, and continuing education.
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3. Internal-External Interaction/Communication:

Develops effective and productive relationships with students, staff, visitors and providers.

4. Education: (including certifications and licenses)

Required:

- M.D. or D.O. degree from an accredited medical or osteopathic medical school in the United States, with satisfactory completion of 3-year primary care residency in an accredited post-graduate training program.
 - Current Board certification in a primary care specialty (family medicine, internal medicine, pediatrics, adolescent medicine, or emergency medicine).
 - Full and unrestricted licensure for the practice of medicine in the Commonwealth of Massachusetts.
 - Possession of a DEA controlled substance prescribing certificate.
 - Possession of a Massachusetts controlled substance prescribing certificate.
 - Eligibility for medical liability insurance through COVERYS or equivalent insurer.
 - Eligibility for consultant medical privileges at UMass Amherst University Health Services.
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5. Experience: (List specific skills necessary to perform this job)

Required:

Two years practice experience and must include prescriptive practice in an ambulatory care setting.

- Experience in interpreting diagnostic tests including laboratory and x-ray results.
- Strong verbal and written communication, interpersonal, time management, and organizational Skills
- Must successfully complete pre-employment physical and lift test

Preferred:

1. Experience in working with adolescent and young adult patients

2. Experience in athletic medicine, women's health, contraception, and STI treatment.

6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

- Lift, carry, push, and pull 35 lbs. and the ability to lift and transfer patients with assistance in an emergency
 - Visual – normal concentration and eye-hand coordination
 - Movement including kneeling, bending, reaching, walking, standing
 - Hazardous materials including exposure to biological fluids
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7. Decision Making:

Able to exercise independent judgment, and to make assessments quickly and accurately.

Functions independently within the broad scope of the College's policies and guidelines and refers exceptions to the Director of Health Services.

8. Supervision Exercised/Received:

Minimal supervision received

Supervisory Responsibility: Yes _____ No X_____

Number of Employees Supervised: _____

