

UW HEALTH PRIMARY CARE CLINICAL JOB RESPONSIBILITIES

POPULATION MANAGEMENT

- Establish and maintain a relationship with a weighted (age/sex/activity/payer/specialty) panel of at least 1,800 patients for each full time physician.
- Focus efforts on care of the most complex patients on your panel.
- Direct and coordinate provision of the essential elements of health care services for the panel, including:
 - Education and instruction on self care and personal wellness activities
 - Recommendations for medical and behavioral screening and prevention activities and services
 - Acute care
 - Chronic disease management
 - Coordination of care with extended members of the Care Team, including subspecialties, ER physicians, Urgent Care, hospitalists and non physician providers
 - End of life care
- Maintain the electronic health record for your patient panel:
 - Problem lists
 - Past medical, surgical, social and family history
 - Medications
 - Health Maintenance

CARE TEAM LEADERSHIP

- Provide leadership and direction for non physician clinicians (NP-PA's), learners and staff members of your local care team. Training will be provided to assist with building and maintaining needed team leadership skills.
- Direct the allocation of work to the most appropriate skill level of the team members.

QUALITY

- Participate in site/division/department and organization efforts that focus on improvement of care and service provided to your patients.
- Be accountable to achieve quality of care and Ambulatory Care Service Goals and Standards.

CITIZENSHIP

- Participate in site/division/department and organization activities as directed by your Chair (this time is to be considered to part of your total clinic time) (see below).
- Utilize specialty physician partners within UWMF for needed care outside of your Care Team -- exceptions for distant location (non-Dane County) and specific payer requirements.
- Maintain board certification.
- Participate in an annual performance review.

CLINICAL CARE

- Provide 40-50 hours of total office time per week per 1.0 FTE. This will include:
 - Minimum standard hours of face to face patient care per week (varies with level of inpatient activity) - currently 27 hours/9 one half day sessions/1.0 FTE
 - Pediatric After Hours Clinic (Pediatrics only)
 - Physical presence in the office during regular hours of operations (currently 8:00 a.m. – 5:00 p.m.) (may vary with level of inpatient activity)
 - Care for 2-5 patients per face to face hour (varies by specialty)
 - Other non face to face patient care including telephone visits and e-visits.
 - Population management
 - Oversee non physician clinician members of the Care Team
 - Care Team leadership
 - Care Team partner coverage
 - Participate in department/division and site activities as directed by Chair or Division Head
 - Participate in provision of clinical services during non-traditional hours as determined by your Department
- Coordinate efforts of your care team so that needs of patients are assessed and managed by appropriate members of the care team when patients contact your office during regular hours of operation.
- Accept accountability for minimizing use of the urgent care system by meeting care needs within your Site / Care Team.
- Delegate coverage of your panel to Care Team members when you are unavailable and participate in coverage of the patients of other Care Team partners when they are unavailable.
- Participate in needed call responsibilities defined by department/division or site.
- Complete all needed medical record documentation in a timely way consistent with ambulatory standards.
- Participate in the care of patients in long term care facilities. This may be performed in partnership with nurse practitioners or physician assistants.
- Participate in department/division designated hospital coverage relevant to your Department.
- Provide a minimum of 44 weeks of clinical care per year (accounts for up to 22 days vacation, 2 weeks CME, and official weekday holidays when offices are closed).
- Participate in teaching of medical students, residents and other learners within your clinic setting.

WORK LIFE BALANCE

- Flexible hours are available dependent upon site needs and capacity - options may include early or late starts or extended evening hours or weekend hours.
- Part time positions are available and supported within Care Teams.
- Designation as a primary care physician with personal panel requires a minimum clinical FTE of .5. Participation at < .5 FTE will be at the discretion of the Chair and Vice Chair of the Department.
- Reduced clinical FTE (< .5 FTE) physicians are able to be part of Primary Care teams or serve as float physician to assist other Care Teams with physician absences.
- The primary care work environment, including level of support staffing and efficiency of operations, will be designed to support the goal of having all work completed before leaving the office each day.
- Out of office availability for such things as calls and in basket management will be defined by Departments .
- A RN triage service is provided for initial screen of all after hour calls - currently 5:00 p.m. – 11:00 p.m. Monday through Friday and 7:00 a.m. - 11:00 p.m. weekends and holidays.