**Job Title:** Physician - OB/Gynecologist  
**Reports to:** Sr. Business Manager  
**Department:** OB/GYN  
**Location:** Annex  
**Job Grade:** P-1  
**Date of Last Review:** June 14, 2018

**Job Summary:**

Reports directly to the Sr. Business Manager and responsible for providing general medical care for women’s health related to pregnancy and the reproductive system and performing professional medical practices in the areas of prevention, diagnosis, and treatment of general health problems and focuses on ailments specific to the female anatomy such as breast and cervical cancer, urinary tract and pelvic disorders and hormonal disorders.

**I. Essential Duties and Responsibilities:**

1. Provides general medical care for women’s health related to pregnancy and the reproductive system.  
2. Performs professional medical practices in the areas of prevention, diagnosis, and treatment of general health problems and focuses on ailments specific to the female anatomy such as breast and cervical cancer, urinary tract and pelvic disorders and hormonal disorders.  
3. Specializes in childbirth, treatment and counseling of women throughout their pregnancy, from giving prenatal diagnoses to delivery and postpartum care.  
4. Tracks the health of, and treats both the mother and fetus as the pregnancy progresses.  
5. Diagnoses illnesses and prescribes and administers treatment for patient suffering from injury or disease.  
6. Examines patients, obtains medical histories and orders, performs, and interprets diagnostic tests.  
7. Counsels patients on diet, hygiene and preventive health care.

**II. Experience & Specifications:**

1. Graduate of Doctor of Medicine with specialization in obstetrics and gynecology. Guam license is required.  
2. Minimum of 3 years experience and must have solid track record in providing general medical care for women’s health related to pregnancy and the reproductive system and performing professional medical practices in the areas of prevention,
diagnosis, and treatment of general health problems and focuses on ailments specific to the female anatomy such as breast and cervical cancer, urinary tract and pelvic disorders and hormonal disorders.

3. Must have the appropriate level of behavioral maturity and patience in handling patients.

4. Must have the diplomacy and tact in handling difficult and irate patients.

5. Very good interpersonal relationship skills and can work and relate well with co-employees, patients and customers.

6. Outstanding communication skills and persuasiveness, specially the ability to communicate instructions and procedures for treatments, keeping the patients and giving them the desired level of comfort and confidence.

7. Must have strong sensitivity to the needs and anxieties of patients and the ability to motivate patients to undergo treatments and procedures.

8. Strong ethics and a high level of personal and professional integrity.

9. Knowledgeable of federal and state laws and requirements relating to healthcare management.

Work Environment:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is exposed to lights, office equipment such as computer monitors, faxes etc. in a clinical setting. The noise level in the work environment is usually low.