

Extraordinary Qualifications - Civil Service Form #2750

Requester Information

Name: Glenn Constable Date: 5/26/2022
Email: gconstable@nola.gov
Phone Number: 504-658-2569
Department: Essential Public Health Administration

Employee Details

Employee Name:
Department:

Appointing Authority:

Jennifer Avegno
Fran Lawless
Emily Nichols

Is this a promotion or a new hire? ☒ New Hire (Hired Above Minimum) ☐ Promotion (Qualified Above Minimum)

Proposed Classification:

Job Posting and Appointment

Type of Appointment:

Date of Appointment (if known):

Duration of Job Posting:

Method(s) of Advertising:

Detailed Position Description:

1. Overseeing all activities in the medical clinic.
2. Provide guidance and leadership for performance guidelines.
3. Effectively and proficiently schedules and organizes your workload priorities.
4. Assesses, diagnoses, and treats illnesses, carries out health-risk assessments, routine check-ups, health screenings, and immunization.
5. Assures continuity of care by providing comprehensive medical services on a timely basis as per the clinic schedule.
6. Refers clients for appropriate specialty services for the patient's management and care.
7. Reviews all lab, x-ray and diagnostic reports for patients in a timely manner to make medical management decisions appropriately.
8. Provides patient education and information, also counsels patients on ways to maintain a healthy lifestyle, as to prevent diseases.
9. Works with the patient to develop a treatment plan.
10. Practice medicine using sound judgment and adhere to all ethical considerations of the practice of medicine.
11. Trains, mentors, and supervises students and clinical support staff, as appropriate.
12. Takes call after hours and on weekends on a rotation basis with other providers and responds appropriately and on a timely manner to after hour calls.
13. Plans assignments that are appropriate, for the HCH clinical staff, with efficient allocation and use of HCH's resources.
14. Prepares and submits required monthly reports, documents, and correspondence, in a timely manner, to meet HCH's strategic goals.
15. Ensures that the medical practice is in compliance with all governmental laws and regulations, as well as meeting accreditation requirements.
16. Understands and consistently complies with all Health Department and HCH's policies, procedures and guidelines.
17. Works in accordance with best clinical practice based upon evidence base research with administrative guidance provided by the Health Department and HCH's administrative team.
18. Attends professional meetings and training.
19. Adjusts organizational changes in a professional and positive manner.
20. Manages patient flow in all HCH clinical locations in compliance with HCH's scheduling protocol.
21. Maintains compliance with customer service by ensuring all patient and visitor encounters conclude with a high level of satisfaction.
22. Follows the Health Department and HCH's guidelines and protocol for handling patient complaints.
23. Demonstrates clinical expertise by conducting, coordinating and providing professional development trainings for the clinical staff to remain current and up-to-date regarding clinical practice, regulatory standards, as well as local, federal, and state policies, procedures, and guidelines.
24. Guides the medical staff with coordinating patient care services, education, and referrals, utilizing the most appropriate resources, for the benefit of the patients within the community to meet their immediate needs.
25. Serves as a point of contact for HCH medical services.

Qualifications

How many applicants were on the eligible list? After reviewing the register, how many possessed the extraordinary qualification(s) described below?:

4 other candidates were on the list. Zero candidates have Dr. Jasper's FQHC experience.

Describe:	Minimum Qualification - from Job Announcement	Employee Qualification that Exceeds the Minimum	Details
	Possession of a current license to practice medicine in Louisiana. Physician License must be current with the Louisiana State Board of Medical Examiners.	11 years of providing medical care to vulnerable populations and over two years working at a Federally Qualified Health Center as a practicing physician, supervisor, and administrator. 1. Jasper Medical Associates, LLC, Baton Rouge, LA 2. Byja Clinic, Baton Rouge, LA 3. Common Ground Health Clinic, Gretna, LA	Has experience working with patients experiencing homelessness, substance abuse, mental health, unemployed, and other needs.
	Possession of a current license to practice medicine in Louisiana. Physician License must be current with the Louisiana State Board of Medical Examiners.	Possesses State of Louisiana medical license.	Graduated from Tulane University School of Medicine in 2011.

Hit "Update" to save

Describe how similar qualifications are not readily available in the labor market at the minimum rate:

This position requires a compassionate and sensitive person, that has experience providing medical care and monitoring chronic conditions. Most Physicians' incomes are significantly higher than what is being offered at the City of New Orleans. The extraordinary qualifications listed above are difficult to find at the minimum entrance rate.

How are the duties of the position relevant to the advanced qualification?:

This position requires the individual to perform a clinical and administrative role. The person must provide medical care and be a collaborating physician to the clinic's licensed medical staff. This position entails oversight of medical staff that consists of nurse practitioners, licensed clinical social workers, and other licensed staff. This person also works assists with developing policies and following standards of care as required by the American Medical Association, OSHA, CDC, ADA, HIPAA, HCH, and NOHD standards. Additional duties and responsibilities also increase when the health center receives multiple grant opportunities.

Are there other departmental employees in this classification with the same or equivalent qualifications: ☐ Yes ☒ No

Additional Documentation

- Attachment 1:
Attachment 2:
Attachment 3:

Proposed Pay Rate

Rate Granted in Steps (maximum of 21): Rate Granted as a Percentage (must be divisible by 1.25):

How will hiring this person at the rate specified be a financial advantage to the City? (Please provide an objective financial analysis):

It will be keeping with the financial compensations of FOHC's locally. Additionally, hiring above the minimum entrance rate will allow the Health Department to acquire a well-qualified candidate that will stay in the position. The position is 100% grant funded; therefore, should not be a financial burden to the City.

Appointing Authority Approval

Name: Jennifer Avegno
Date: 5/30/2022
Approval: ☒ Approved ☐ Denied
Comment:

Class & Pay Approval

Name: Nalika Vassel
Date: 5/31/2022
Approval: ☒ Approved ☐ Denied ☐ Cancel
Comment:

Civil Service does not have any objection at this time for your Hire Above Minimum Request for Byron Jasper as a Physician (C5020). The step is not to exceed 21.