

POSITION DESCRIPTION

POSITION: Family Practice Physician
Full-Time/Permanent

Work Station: Newe Medical Clinic

Salary: \$120,000.00 per year; Includes bonuses after 6- months and one-year of service

SCOPE OF WORK

POSITION SUMMARY: To provide quality medical service for the Newe Medical Clinic. A service is to Native American patients only. Will assist with administrative and/or education task as assigned by Health Director. Will work with inpatient and emergency situations requiring mental alertness and in the course of employee and will regularly come into contact with children and seniors.

QUALIFICATIONS:

1. Graduate from an accredited school of Medicine, and completion of internship and residency as a family practitioner or internist or other specialty with documented experience in family practice.
2. Board certified or Board Eligible and Medical License with the State of Nevada or other state and the ability to obtain a Nevada license during probationary period.
3. Acquire Medicare, Medicaid and National Provider Identification numbers and reassignment of benefits to the Newe Medical Clinic. Current DEA certification, maintaining current status at all times.
4. Valid State drivers license and insurable with company insurance.
5. Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs and socioeconomic needs of the Indian communities.
6. Posses, or be able to obtain, license and registration for the prescription and dispensing of narcotics and controlled drugs.
7. American Indian preference in accordance with Indian Preference Act (title 24, U.S. Code 472 & 473).

The position requires the person selected to obtain and maintain privileges. If either privileges or an unrestricted license are not obtained or maintained during employment, the employee may be subject to an adverse action, up to and including removal from this position.

RESPONSIBILITIES:

A. Patient Clinic Care

1. Maintain strict client confidentiality
2. See patients daily (M-F;8-5) including:
 - a. Evaluation of new patients.
 - b. Follow-up care of known medical, social or other problems affecting patients' health.
 - c. Immunizations and periodic health maintenance.
3. Perform medical follow-up on diabetic patients.
4. Interviews and examines patients, reviews past medical history.
5. Refers patients to appropriate contracted medical facilities as necessary for care and diagnosed procedures that cannot be adequately provided at the facility.
6. Review laboratory and x-rays.
7. Consults with patients via telephone, as needed.
8. Documents/dictate patient care and visits by completing medical record charting.
9. Comply with pharmacy policy which ensures proper storage and accurate records of all prescriptions and over-the-counter medication and accessibility only for designated staff.

B. Administrative Duties

1. Meet with Health Director weekly to discuss Clinic policies, organization duties and quality of medical care.
2. Attend monthly medical staff meetings.
3. Attend weekly CHS meetings.
4. Carryout special assignments to upgrade Clinic quality of care administration.

C. Educational Duties

1. Attend monthly educational meetings with Clinic staff
2. Participate in the education of Clinic staff and medical aides on a monthly basis
3. Attend continuing education for physicians as interest and requirements dictate
4. Work in accordance with all Newe Medical Clinic personnel policies and procedures
5. Perform other job-related duties as assigned

KEY REQUIREMENTS:

- This position is subject to random drug screening as a condition to employment
- Current unrestricted license required
- US Citizenship required
- Education and credentialing verification required
- Background and/or security investigation required and be free of any felony convictions
- Pre-employment drug screening and background checks required
- Maintain a professional appearance and attitude

BENEFITS:

- Medical Liability Insurance
- Paid Leave includes; 12 holiday; 2 weeks paid vacation
- Medical Insurance coverage

TO APPLY or for further Information, please contact:

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