

POSITION DESCRIPTION

POSITON: Family Practice Physician/Medical Director

POSITION SUMMARY: Serves as the Primary Care and Family Practice Physician/Medical Director for Native American Community Health Center, Inc. dba NATIVE HEALTH. This involves the delivery of family oriented medical care services as well as provides general professional guidance of primary care staff. The Primary Care/Family Practice Physician who shall also function as the Medical Director collaborates with the Health Service Administrator on administrative operations of the medical-dental services. Performs related work as described. Work performance is reviewed for conformance to policies, procedures, and practices related to family health care delivery. The FPP/Medical Director reports directly to the Chief Executive Officer.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the NACHC Employee Handbook on evaluations.

Essential Functions: (essential functions as defined under the Americans with Disabilities Act may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is not a comprehensive listing of all functions and tasks performed by position in this class and are subject to change).

RESPONSIBILITIES AND DUTIES:

1. Provides clinical guidance for the Primary Care staff at NACHC.
2. Assesses and examines patients, reviews past medical history, and requests and/or performs/recommends diagnostic tests and examinations deemed necessary to obtain all possible information related to each case.
3. Makes preliminary diagnosis, directs, prescribes or provides treatment or arranges for specialized care or patient referral as required. Ensures the provision of timely follow-up care and services as required.
4. Provides primary health care services in a cost effective and efficient manner.
5. Make notes of observations into clinical records. Provides emergency care as appropriate. Manages and oversees all medical, pediatric, and obstetrical/gynecological categories for cases that do not require referral. Provides total patient care including prevention, health maintenance, early diagnosis, treatment and follow-up services to patients under his/her care.
6. Adheres to industry standard of practice in the delivery of primary health care services.
7. Identifies risk management issues and brings to the attention of Medical Services Director.
8. Through the process of evaluating the patient a treatment plan is developed that is appropriate with the patient's current symptoms and clinical findings. Reviews the patient's medications, diet, therapy course, adherence to management plan and

9. patient observations. Instructs and counsels patients and their families on medical concerns.
10. Refers patients to appropriate recognized medical or other government facilities as necessary, providing complete clinical information for care and diagnostic procedures that cannot be adequately provided onsite. Refers patients to appropriate identified specialists.
11. Ensures preparation of appropriate medical records for all patients seen to ensure the accumulation and organization of all pertinent clinical data needed to provide comprehensive medical care. Prepares clinical reports and correspondence concerning patients under his/her care to physicians, hospitals, and other individuals and facilities.
12. Provides executive leadership to physicians and direct service providers with respect to services and medical care, working hours, leave time, their supervision of personnel and interaction with patients (directs the HSA on administrative issues).
13. Coordinates the peer review of medical and dental staff. When appropriate advises medical providers on factors that affect clinical decision.
14. Chairs the Quality Assurance Committee.
15. Oversight of the Credentialing processes and works with the Credentialing Committee chairperson.
16. Assures the support of essential medical consultants as needed.
17. Provides oversight of CLIA waived lab tests.
18. Collaborates with allied health professionals (i.e., Certified Nurse Midwives, Family Nurse Practitioner and Physician Assistant) to provide effective interdisciplinary health care services and assists in their professional development.
19. Ensures that all regulatory and requirement issues are current and processed.
20. Addresses staffing issues with regard to clinical performance.
21. Addresses clinical issues with regard to patient satisfaction and program development for clinical input.
22. Provides guidance to the Medical Services Director on all clinical issues.
23. Conducts monthly chart reviews to ensure compliance with established protocols.
24. Carries out duties in accordance with Primary Care Staff Bylaws.
25. Guides and directs the Health Services Administrator to develop Quality Assurance Projects.
26. Directly supervises, Physician Assistant, Family Nurse Practitioner, Licensed Practical Nurse and Medical Assistant.
27. Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to motivate, train and work effectively with subordinates who have a variety of backgrounds and training.
2. Ability to accomplish the quality and quantity of work expected within set limits of cost and time.
3. Ability to plan own work and carry out assignments effectively.
4. Ability to communicate with others effectively both orally and in writing in working out solutions to problems or questions relating to work.
5. Ability to develop improvements in or design new work methods and procedures.
6. Ability to establish rapport and gain the confidence of others (physicians, nurses, members of the primary care team, patients and associates).

7. Ability to function as a health care delivery team member.
8. Ability to assess quality patient care.
9. Ability to maintain patient medical records.
10. Skills in providing diagnostic, preventive, and/or therapeutic services to patients.
11. Must be able to work with confidential material without betraying the trust of patients, families, or the agency.
12. Knowledge of the cultural and social backgrounds of the Native American population.

QUALIFICATIONS/EXPERIENCE/REQUIREMENTS:

1. Completion of an accredited medical school, internship, and completion of the certification examination by the medical board of examiners.
2. A permanent current full and unrestricted license to practice medicine or osteopathy in Arizona.
3. Board certified or eligible in family practice.
4. If Board eligible, must be AAFP or ACOFP Certified within six months from the date of hire.
5. Current medication dispensing license (DEA).
6. Experience and training must have been progressive and responsible, demonstrating good knowledge of current principles, practices, methods, and techniques in the field of medicine.
7. Medical experience in an outpatient family medical clinic including pediatrics, obstetrical/gynecological, medical care, and non-emergency care.
8. Must have a valid and unrestricted Arizona driver's license (within 30 days of hire if applicant is from out-of-state) with no DUI/DWI or reckless driving convictions in the last five years. No more than two at-fault accidents in the last three years. Must maintain a valid AZ driver license during employment.
9. Must pass a criminal background check with a Class I Fingerprint Clearance Card within the initial ninety (90) calendar days of employment.
10. Must pass a substance abuse testing upon employment, and submit to a random testing during the course of employment.
11. Must have an updated Immunization (IZ) Record.
12. Must submit a recent report of Tuberculosis (TB) skin test upon employment and provide a TB skin annually.
13. Must obtain a CPR Card within ninety (90) calendar days of employment and maintain a valid CPR card during employment.

*Native American Community Health Center, Inc. dba NATIVE HEALTH is an EEOC, Employment-At-Will, and Indian Preference employer. A Drug Free and Commercial Smoke-Free work environment.

Approved by CEO – 5/08