

## **POSITION DESCRIPTION**

**Title:** Medical Director/Clinic Physician

**Reports To:** Tribal Health Board/Executive Director of Health and Human Services

**Location:** Happy Camp Karuk Community Health Clinic

**Supervises:** Shall as Medical Director shall advise the Executive Director of Health and Human Services in matters pertaining to the KTHP Medical Division. Shall provide supervision to other medical providers, ex; Family Nurse Practitioner, Physician Assistant, Locum Tenens and other providers as delineated in the Karuk Tribal Organizational Chart. As a Clinic Physician, the Medical Director shall provide direct patient care services as well as supervise Clinic medical staff as delineated in the Karuk Tribal Organizational Chart.

**Salary:** Depends on experience

**Classification:** Full Time, Regular, Exempt

**Summary:** The Medical Director/Clinic Physician assist in the development and coordination of all clinical policies and procedures and shall act as the preceptor to Physician Assistants and professional supervisor to Family Nurse Practitioners, medical program staff and clinical support staff as required. Shall assist in the coordination and monitoring of all organizational wide performance improvement activities and shall serve as a member of the Accreditation Continuous Quality Improvement Committee (ACQI). Shall review all contracts with other providers and shall offer professional advice to the Executive Director of Health and Human Services. Shall supervise laboratory testing to comply with CLIA regulations. Shall be required to attend Health Board meetings as necessary to provide reports. The Medical Director/Clinic Physician shall be responsible for providing primary health care to clinic patients.

**Responsibilities:**

1. Shall efficiently provide direction of medical service, which includes development of protocols, standard procedures and management of all patient care related activities.
2. Shall participate in the annual review the Medical Policies and Procedures Manual, and finalize approval.
3. Shall proficiently supervise medical staff and function as preceptor for PA's and shall provide supervision to FNP's which includes chart review, case review, training and medical support.
4. Shall effectively participate and monitor all organizational wide performance improvement

activities and shall report to the Karuk Tribal Health Board on findings, out comes and progress.

5. Shall competently serve as member of the Accreditation Continuous Quality Improvement Committee and shall work in cooperatively with the CQI Department.
6. Shall competently serve as a member of the Credentialing and Privileging Committee (C & P) and make recommendations to the Karuk Tribal Health Board.
7. Shall efficiently serve as a liaison with the local medical community and shall review all provider contracts to provide professional medical advice to the Executive Director of Health and Human Services.
8. Shall constructively conduct or oversee laboratory competency evaluations on all staff performing laboratory testing in accordance with CLIA certification.
9. Shall appropriately report as required by Federal, State, County, local and Tribal regulations, laws and directives.
10. Shall provide “direct” primary care services to program patients demonstrating age specific competencies working with:
  - a) Infants
  - b) Toddlers
  - c) Preschool
  - d) School Age
  - e) Adolescents
  - f) Early Adult
  - g) Young Adult
  - h) Middle Adult
  - i) Geriatric
11. Shall provide productive advice to health committees ex; CHS Managed Care, Medical Records and ACQI.
12. Shall effectively assist the medical staff in the development and training of educational programs for staff and patients.
13. Shall provide appropriate direction and oversight to KTOC’s drug and alcohol rehabilitation program if requested by the Executive Director.

**Qualifications:**

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Displays the ability to manage time well and work under stressful conditions with an even temperament.
3. Exhibits the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Displays the ability to understand and follow oral and written instructions.

**Requirements:**

1. Must be a graduate of an Accredited School of Medicine and have completed training internship and residency as required for California Licensure.
2. Must be licensed by the State of California Medical Board with preference given to physicians Board certified in Family Practice and/or Internal Medicine or having suitable equivalent work experience.
3. Must be certified as a preceptor for physician extender or willingness to become certified if required.
4. Must possess current DEA registration for prescribing narcotics.
5. Must obtain CME as required for license renewal. Must attend IHS provider conferences if requested by the Executive Director.
6. Must meet credential standards and be granted privileges from the Karuk Tribal Health Board.
7. Must provide documentation of immunity to measles and rubella or become vaccinated with the recommended vaccine and Hepatitis B vaccine and test annually for TB. Must have an annual health examination.
8. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
9. Must strictly adhere to confidentiality policy.
10. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Council Approved: October 6, 2005**

**Employee's Signature:** \_\_\_\_\_

**Chairman's Signature:** \_\_\_\_\_