

## **POSITION DESCRIPTION**

**Title:** Clinic Physician

**Reports To:** Executive Director of Health & Human Services

**Location:** Orleans Clinic

**Salary:** \$100,000 to \$125,000, depending on experience

**Supervises:** Registered Nurse, Receptionist/Medical Records Clerk

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

**Summary:** The Clinic Physician shall provide advice regarding the development and coordination of 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 delineated in the Karuk Tribal Organizational Chart. Shall participate 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 contracts with other providers and shall offer professional advice to the Executive Director of Health and Human Services when requested. The Clinic Physician shall be responsible for providing primary health care to clinic patients.

**Responsibilities:**

1. Shall proficiently advise the Medical Director and the Director of Health and Human Services in the development of protocols, standard procedures and management of all patient care related activities.
2. Shall efficiently assist the Medical Director and the Director of Health and Human Services in the annual review of the Medical Policies and Procedures Manual.
3. Shall supervise medical staff according to the Karuk Tribal Organizational Chart. Shall function as preceptor for PA's and shall provide supervision to FNP's which includes chart review, case review, training and medical support when appropriate.
4. Shall efficiently collect data, participate in, and monitor organizational wide performance improvement activities and shall report to the ACQI Committee or the Karuk Tribal Health Board on findings, out comes and progress when requested to do so by the Medical Director or Executive Director of Health and Human Services.

5. Shall efficiently serve as member of the Accreditation Continuous Quality Improvement Committee and shall work in conjunction with the CQI Department.
6. Shall proficiently serve as a liaison with the local medical community.
7. Shall efficiently conduct or oversee laboratory competency evaluations on all staff performing laboratory testing in accordance with CLIA certification if requested by the Medical Director or the Director of Health and Human Services..
8. Shall adequately report as required by Federal, State, County, local and Tribal regulations, laws and directives.
9. Shall competently provide direct primary care services to program patients.
10. Shall demonstrate age specific competency in working with;
  - a) Infants
  - b) Toddlers
  - c) Preschool
  - d) Scholl Age
  - e) Adolescents
  - f) Early Adult
  - g) Young Adult
  - h) Middle Adult
  - i) Geriatric
11. Shall skillfully and cooperatively provide advice to health committees ex; CHS Managed Care, Medical Records and ACQI.
12. Shall exhibit skill in assisting the medical staff in the development and training of educational programs for staff and patients.
13. Shall reasonably provide direction and oversight to our drug and alcohol rehabilitation program, when appropriate.
14. Routine duties shall include providing medical services, and other health care-related services in homes, schools, clinics, job sites, and other community locations within the Karuk Tribe's Service Area.

**Qualifications:**

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

4. Demonstrates 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 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 as requested.
6. Must meet credential and privilege 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 and HIPAA policies.
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: Revised October 6, 2005, Revised November 8, 2007**

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

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