



Quartz Valley Indian Reservation

Anav Tribal Health Clinic

Position Description

Job Title:	Clinic Physician Full time/Part time
Department	Medical Department
Location:	Anav Tribal Health Clinic
Reports To:	Medical Director
Salary:	DOE

Primary Purpose

The Clinic Physician shall competently provide direct primary care services to clinic patients. They will 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. Shall participate in the coordination and monitoring of all organizational wide performance improvement activities. Shall participate in Provider meetings and Pain Management meetings. Shall offer professional advice to the Health Administrator when requested. The Clinic Physician shall be responsible for providing primary health care to clinic patients and "walk in" patients.

Essential Functions

Shall proficiently advise the Medical Director and the Health Administrator in the development of protocols, standard procedures, and management of all patient care related activities.

Shall efficiently assist the Medical Director and the Health Administrator in the annual review of the Medical Policies and Procedures Manual.

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.

Shall efficiently collect data, participate in, and monitor organizational wide performance improvement activities and shall report to the CQI Committee on findings, outcomes and progress when requested to do so.

Shall proficiently serve as a liaison with the local medical community, including Trauma Centers; Emergency Departments; Public Health; and local EMS Providers.

Shall efficiently conduct or oversee laboratory competency evaluations on all staff performing laboratory testing in accordance with CLIA certification.

Shall adequately report as required by Federal, State, County, local and Tribal regulations, laws, and directives.

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Shall competently provide direct primary care services to program patients.
Must have all charts completed within 72 hours of Patient contact.

Shall demonstrate age specific competency in working with:

- Infants
- Toddlers
- Preschool
- School Age
- Adolescents
- Early Adult
- Young Adult
- Middle Adult
- Geriatric

Shall skillfully and cooperatively provide advice to health committees (i.e. PRC Managed Care, Medical Records and CQI.)

Shall exhibit skill in assisting the medical staff in the development and training of educational programs for staff, patients, and other agencies as deemed necessary.

Shall reasonably provide direction and oversight to our drug and alcohol rehabilitation program, when appropriate. Shall apply for and receive DEA X number and Participate in MAT Program to help in the reduction of opioid addiction.

Routine duties shall include providing medical services, and other health care-related services in homes, schools, clinics, job sites, and other community locations

Competencies

Must possess high school diploma or equivalent.

Must be a graduate of an Accredited School of Medicine and have completed training internship and residency as required for California Licensure.

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.

Must possess current DEA registration for prescribing narcotics and X number to assist in MAT Program.

Must obtain CME as required for license renewal. Must attend IHS provider conferences as requested.

Must meet credential and privilege standards and be granted privileges from the Quartz Valley Indian Reservation Tribal Health Board.

Must obtain and keep current BLS CPR, ACLS, PALS, AND ATLS Certification.

Must strictly adhere to confidentiality and HIPAA policies.

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Other Requirements

Demonstrates the ability to work effectively with Native American people in culturally diverse environments.

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. Annual flu immunization is required.

Exhibits the ability to manage time well and work under stressful conditions with an even temperament.

Displays the ability to establish and maintain harmonious working relationships with other employees and the public.

Demonstrates the ability to understand and follow oral and written instructions.

Must be able to pass background check.

Must adhere to Tribal drug and alcohol policy, including pre-employment drug and alcohol screening.

Must have a valid driver's license and insurable under the Tribe's insurance policy.

Receipt and Acknowledgment

- The contents of this job description are job requirements, and, at this time, I know of no limitations that would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements are subject to change.
- Acceptable job performance includes execution of essential functions while maintaining professional conduct and compliance with all QVIR polices, including, but not limited to: QVIR Personnel, Travel, Fiscal, and Purchasing Policy.

Indian Preference:

In accordance with CFR 25, Part 276 and in accordance with Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies will be given to qualified American Indian candidates.

Veteran Preference:

In accordance with QVIR Personnel Policy, applicants with documented Veteran status (such as DD-214) will be given preference in filling vacancies.

For questions regarding this position description, including applications, please contact Quartz Valley Indian Reservation Human Resources at 530-468-5907 or humanresources@qvir-nsn.gov

Employee signature below constitutes employee's understanding of the essential functions, competencies, and requirements of the position.

_____ Print Name	_____ Signature	_____ Date
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Approved

_____ Business Council or Health Board	_____ Signature	_____ Date
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