



Quartz Valley Indian Reservation

Position Description

Job Title: Medical Director
Department: Medical Department
Primary Location: Anav Tribal Health Clinic
Classification: Full or Part Time
Reports to: Health Administrator
Salary: DOE

Primary Purpose

The Medical Director has overall responsibility for the provision and delivery of Medical services at the Anav Tribal Health Clinic (ATHC) of the Quartz Valley Indian Reservation (QVIR). The Medical Director is responsible for planning, organizing, directing, and controlling the activities of the Medical staff in their provision of primary care to patients. The Medical Director will coordinate the delivery of services with the administrative, dental, and community health services program components. These services will be provided in a manner consistent with guidelines established by the A THC, as well as State, Federal, and Tribal funding sources. In addition, the Medical Director will be responsible for increasing patient visits, type and quality of services, staff coverage, and for the performance and fiscal sustainability of the Medical Department.

Essential Functions

Primarily focuses on patient care; It is understood that the Medical Department is a primary care provider to the American Indian population of Siskiyou County service area and as such, duties and responsibilities, whether performed by him/herself or by other Medical staff are as follows:

1. Provides primary health care under standardized protocols in accordance with the provisions of the California Board of Medical Quality Assurance.
2. Provides medical care to patients within the scope of his/her licensure and in accordance with community standards of care.
3. Directs Medical Department services, including, but not limited to, the overall supervision of medical support staff.
4. Conducts and maintains evaluations of all medical providers. Evaluates staff performance against job description criteria and competency assessment.
5. Assists the Health Administrator in developing level of care standards to be used as a quality of service measurement and that will enable the organization to meet external accrediting requirements (i.e., AAAHC).
6. Facilitates and supervises the peer-review process.
7. Develops, maintains, and revises medical protocols, policies, and procedures in conjunction with medical, nursing, and administrative staff and in compliance with AAAHC standards.

8. Cooperates and helps establish and maintain understanding and cooperation with local, state, and national organizations toward effective community health.
9. Performance duties include examining patients for symptoms or physical information including eliciting and recording information about patient's medical history; ordering or executing various tests, analyses, and diagnostic images to provide information on patient's condition.
10. Analyzes reports and findings of tests and examinations and diagnoses conditions.
11. Administers or prescribes treatment and medication to patients. Promotes health by advising patients concerning diet, exercise, hygiene, and methods of prevention of disease, utilizing the public health model of disease prevention.
12. Orders and/or administers immunizations as appropriate, providing supervision of the ATHC immunization program.
13. Refers patients to medical specialists or other practitioners for consultation and/or specialized treatment. Reports births, deaths, and outbreaks of contagious diseases to appropriate government agencies.
14. Initiates and maintains Problem Oriented Medical Records ("S.O.A.P." format) via handwritten notations and chart entries. Utilizes the IHS Patient Care Component (PCC) forms for data entry into the clinic's computerized tracking system (RPMS).
15. Provides such other record keeping activities, such as Super Bills, as required.
16. Participates in the development of management information systems to facilitate quality management, patient tracking, and outcome assessment.
17. Primarily responsible for the smooth and efficient operation of the Medical Department. This includes the tasks of maintaining cooperation, communication, and good morale among all members of the Medical Department while monitoring the quality assurance.
18. Participate in the interview of prospective applicants when positions become available.
19. Conduct department meetings and represent the Medical Department at staff meetings and at Directors' meetings; will see that the avenues of communication are kept open between the Medical staff and the Health Administrator by bringing to his/her attention important grievances and requests.
20. Ensure that all Medical staff carries out their duties in a manner consistent with the ATHC policies and program funding guidelines.
21. Maintain accurate and complete records of all Medical Department activities. He/she will also see that all monthly paperwork and reports reach the appropriate officials' desk. The Medical Director is responsible for keeping good rapport with our patients and our community, and must answer any patient's complaints or grievances in a diplomatic manner.
22. Review the Medical fee schedule at least annually and ensure that fees are commensurate with current costs and expenses to the Medical Department.
23. Assure that all Medical employees participate in training programs and continuing education, maintain the current essential licenses, and perform the highest quality medical treatment possible.
24. Obtain the Health Administrator's approval for any unusual expenditure, patient referrals in non-emergent situations, and any new projects to be undertaken.
25. Responsible for the development of comprehensive goals and objectives for the Medical Department and must take frequent inventory to see that progress is being made towards their completion.
26. Coordinates with the Community Health Services Program Manager who is responsible for the implementing the Community Health Representative services, and also provide more direct participating assistance whenever needed (i.e. school screenings and follow-ups, consultations to staff and parents, etc.).

27. Must adhere to confidentiality and HIPAA policies.
28. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.
29. Maintains cooperative relations with the medical community, other health care agencies, professional organizations, government agencies and funding sources and represents ATHC at meetings as necessary or requested.
30. Reviews epidemiological trends present in patients/community in order to direct health center responsiveness.
31. Coordinates medical providers' schedules and ensures each provider sees a minimum of 16 patients per eight-hour shift.
32. Prepares and conducts monthly Continuous Quality Improvement meetings. Assists in implementing the organization's Quality Improvement Plan.
33. Conducts monthly medical staff meetings. Interpreting medical policies, objectives, and medical procedures to medical staff. Keeps staff informed of organizational activities, changes, plans, directions, etc.
34. Meets regularly with Health Administrator to share information and orchestrate new developments.
35. Determines and tracks CME needs and implements CE programs for medical staff.
36. Assures compliance with all aspects of regulatory and funding requirements including, but not limited to OSHA, CLIA, Title 22, GPRC, etc.
37. Develops monthly Board reports on medical staff issues, quality of care issues, and medical clinic operations affecting medical staff performance and provides input for organizational long-term planning.
38. Other duties as assigned by the Health Administrator.

Competencies

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education / Experience

- Minimum of two years community based medical practice and managing health care delivery and directing clinical systems.
- Graduation from an accredited school of medicine or osteopathy and be in possession of a current California license to practice medicine or osteopathy.
- Board certified or board eligible in Family Practice, Internal Medicine or other closely related primary care specialty, or five (5) years of clinical experience.
- Recent experience in an ambulatory care practice is preferred.
- Must have a current DEA narcotic license and current CPR and Advanced Life Support certificate.
- Thorough knowledge of principles and practices of modern medicine related to public health services, structure, and functions of public health organizations.
- General knowledge of state and federal laws pertaining to public health.
- Familiarity with managed care systems.

Proficiencies

- Ability to effectively present information to top management, public groups and/or the ATHC Health Board.
- Strong supervisory, leadership, team building, interpersonal, and organizational skills.
- Ability to establish and maintain effective peer relationships with coworkers within the Medical Department, clinic-wide, and the public.
- Must be able to express ideas clearly, concisely, address audiences effectively, and exercise balanced judgment in evaluation situations and making decisions.
- Willing to be part of a team and cooperate in accomplishing department goals and objectives.
- Ability to prioritize, meets, deadlines, takes initiative, be proactive, and function in a rapidly changing environment.
- Ability to work with people of all social and ethnic backgrounds and to resolve conflicts, negotiates situations and facilitate consensus.

Other Requirements

- Must be able to pass background check.
- Must not be on the Office of Inspector General (OIG) Exclusion list.
- Must adhere to Tribal drug and alcohol policy, including pre-employment drug and alcohol screening.
- Must have a valid driver license and be insurable under the Tribe's insurance policy (if applicable).
- **Physical Demands:** The physical demand described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to stand, walk, sit, reach, stoop, kneel, crouch, and utilize hands to manipulate the tools necessary to perform their service. The employee must occasionally lift and/or move up to 25 pounds.

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 policies, 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

Approved

Business Council
or
Health Board

Signature

Date