



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

PO BOX 768 • PORTERVILLE, CA 93258

PHONE: (559) 784-2316 • FAX: (559) 791-2585

JOB POSTING

POSITION:	FAMILY PRACTICE PHYSICIAN
POSTING DATE:	March 5, 2019
CLOSING DATE:	Open Until Filled
NUMBER OF OPENINGS:	1
RATE:	\$190,745/YEAR/ DOE
STATUS:	FULL-TIME/ SALARY-EXEMPT

IN ORDER TO BE CONSIDERED FOR THE OPEN POSITION, A COMPLETED APPLICATION MUST BE SUBMITTED BY THE CLOSING DATE STATED ABOVE.

TO OBTAIN A COPY OF THE JOB DESCRIPTION AND JOB APPLICATION, PLEASE VISIT WWW.TRIHCI.ORG

PLEASE SEND COMPLETED APPLICATIONS TO HUMANRESOURCES@TRIHCI.ORG

IN ACCORDANCE WITH INDIAN PREFERENCE STATUTES DEFINED IN USC TITLE 25, SECTION 472, PREFERENCE IN FILLING VACANCIES AT TRIHCI WILL BE GIVEN TO QUALIFIED INDIAN CANDIDATES WHO SUCCESSFULLY VERIFY THEIR ELIGIBILITY (BIA FORM 4432, A CERTIFICATE OF INDIAN BLOOD, OR OTHER DOCUMENTATION MAY BE REQUIRED). WITHIN THE SCOPE OF INDIAN PREFERENCE LAWS, TRIHCI DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER CHARACTERISTIC PROTECTED BY LAW IN MAKING EMPLOYMENT DECISIONS OR PROVIDING SERVICES.



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**POSITION DESCRIPTION
PHYSICIAN**

Reports To: Medical Director
FLSA Status: Full-Time, Exempt
Hours Needed: Monday – Friday 8:00am – 5:00pm
(Flexible Hours when needed)

Prepared By: Human Resources
Salary Grade: D.O.E.
Approval Date: 03/09/2012

POSITION SUMMARY:

Under the direction of the Medical Director, the Clinic Physician is the primary point of contact for the examination, diagnosis, and medical prevention/treatment/education of for a full range of patients at TRIHCI. In this capacity, the Clinic Physician performs his/her duties with professionalism, compassion, and sound judgment to partner with TRIHCI's patients to improve their health status and quality of life. While not serving in a programmatic supervisory capacity, the Clinic Physician does function to directly oversee the medical practice of mid-level providers and to direct and coordinate the work of others (e.g. medical and lab assistants, etc.) to ensure the quality of medical services provided. The Clinic Physician must be able to communicate well and be able to establish rapport with patient and their families, being sensitive to the needs of the Indian community and its cultures, traditions, behavior patterns, and backgrounds. The Clinic Physician must be familiar with the objectives of TRIHCI, must maintain genuine enthusiasm for the success of TRIHCI's health programs, and consequently exercise a strong sense of stewardship in developing and maintaining community relations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Perform and provide primary medical diagnostic, preventative, education, and treatment services at all TRIHCI facilities, and in accordance with applicable policies and standards.
2. Initiate thorough patient interviews/medical histories and coordinate appropriate diagnostic and screening tests/examinations.
3. Deliver preliminary diagnosis to patients and direct, prescribe, or provide a full treatment regimen, including health education, health maintenance, prescription medications, and follow-up services.
4. Prepare, maintain, and update physical and electronic medical records in accordance with sound medical practice guidelines and organizational need.
5. Coordinate patient referrals for specialty health care, including coordination with TRIHCI's Contract Health Services department and available telemedicine programs.
6. Admit or coordinate the admission of patients to area hospitals as necessary.
7. Consult with other medical, mid-level, and nursing providers to ensure effective case management and to address complex or difficult patient issues.

8. Coordinate, supervise, perform, and/or review routine lab work and therapeutic procedures including injections, immunizations, debridement, suture and care of superficial wounds, and other procedures.
9. Contribute to the evaluation of clinic programs and quality improvement through participation, development, and implementation of quality improvement initiatives.
10. Attend and contribute to all required meetings/consultations including general and medical staff meetings, and all specialized committee meetings (e.g. Diabetes Care, CHS Clinical Review, GPRA, etc.).
11. Assist clinical staff in monitoring, determining the need for, and ordering medical supplies, equipment, and medications kept onsite.
12. Effectively represent TRIHCI by leading and participating in all program reviews by regulatory agencies (IHS, IHP, CHDP, Managed Care system, etc.).
13. Work in conjunction with TRIHCI leadership to ensure all required medical reports are completed in a timely manner, including annual diabetic audits, immunization reports, BOD reports, and other reports.
14. Direct, monitor, and contribute to the development of mid-level providers through protocols, policies and procedures, and direct coaching.
15. Contribute to the development and implementation of medical standing orders, policies and guidelines, and treatment protocols as required by leadership or law.
16. Carryout special assignments to upgrade clinical quality of care and administration as assigned.
17. Perform general medical or administrative duties, within the appropriate scope of work, as needed and assigned.

QUALIFICATIONS:

1. Must possess broad competency with medical skills and knowledge, and be able to effectively apply them in an ambulatory outpatient setting.
2. Must possess or be able to obtain specific regulatory knowledge as it pertains to Indian health from entities such as IHS, CRIHB, IHP, and the State of California.
3. Must have good communication skills, be able to effectively communicate with diverse populations, and be willing to convey responsibilities to patients.
4. Demonstrate the ability to work independently in carrying out assignments while remaining reliable and dependable.
5. Possess basic computer and database software operation knowledge, and demonstrate a working knowledge of routine office hardware and equipment (e.g. printers, copiers, fax machines, etc.).
6. Must demonstrate the ability to maintain accurate records and preparing clear and accurate reports for informational, auditing, and operational use, including capacities for attention to detail and for reviewing and verifying accuracy of data.
7. Possess the ability to organize and follow one's own work schedule (i.e. setting priorities, being available during work hours, and meeting critical deadlines).
8. Possess the ability to perform well in group problem-solving situations and use reason even when dealing with highly emotional topics.

9. Possess the ability to become knowledgeable of health needs and services provided to the Indian community both on and near the reservation.
10. Demonstrate the competency and integrity to maintain the confidentiality of organizational, employee, and client records.
11. Possess the ability to deliver effective education, training, and presentations on technical medical subjects to large and/or small groups of various educational and cultural backgrounds.
12. Knowledge of causes, means of transmission and methods of control of communicable disease, principles and practices of diagnosis and treatment of common medical problems.
13. Must possess basic computer and database software operation knowledge, and demonstrate a working knowledge of routine office hardware and equipment (e.g. printers, copiers, fax machines, etc.).
14. Must demonstrate the competency and integrity to maintain the confidentiality of organizational, employee, and client records.
15. Must be able to prepare, maintain, and update physical and electronic medical records in accordance with sound medical practice guidelines and organizational need.
16. Must be able to recognize and evaluate situations which call for immediate attention of the physician and, when necessary, initiate treatment procedures essential for the life of the patient.
17. Must be able to coordinate patient referrals for specialty health care, including coordination with TRIHCI's.
18. Contract Health Services department and available telemedicine programs.
19. Must be able to collaborate with Clinic Physicians on the development, updating, and implementation of FNP protocols and other necessary medical protocols in accordance with governing regulations and standards.
20. Must be able to assist Clinic Physicians in the coordination of hospital admissions, the development of treatment plans, and other dimensions of treatment and education.
21. Must be able to consult with other medical, mid-level, and nursing providers to ensure effective case management and to address complex or difficult patient issues.
22. Must be able to coordinate, supervise, perform, and/or review routine lab work and therapeutic procedures including injections, immunizations, debridement, suture and care of superficial wounds, and other procedures.
23. Must be able to contribute to the evaluation of clinic programs and quality improvement through participation, development, and implementation of quality improvement initiatives.
24. Must be able to attend and contribute to all required meetings/consultations including general and medical staff meetings, and all specialized committee meetings (e.g. Diabetes Care, CHS Clinical Review, GPRA, etc.).
25. Must be able to perform general medical or administrative duties, within the appropriate scope of work, as needed and assigned.
26. Must possess a Valid California Drivers License and be insurable with the Tule River Indian Health Center Inc. insurance agency.
27. Must pass pre-employment drug & alcohol test.

28. Must pass pre-employment physical.
29. Must pass background check.
30. Must provide an updated DMV printout upon hire.
31. Must have a working home/cell phone for immediate contact.
32. Must maintain a professional appearance and attitude.
33. Must maintain absolute confidentiality regarding patients per HIPAA and TRIHCI policies.
34. Must be able to multitask.
35. Must have good communication skills and be able to effectively communicate with diverse populations.
36. Must demonstrate the ability to maintain accurate records and preparing clear and accurate reports for informational, auditing, and operational use, including capacities for attention to detail and for reviewing and verifying accuracy of data.
37. Must possess experience in working in a health care facility setting.
38. Maintain confidentiality in the workplace.
39. American Indian preference in accordance with Indian Preference Act (Title 25, U.S. Code, § 472 & 473).

KNOWLEDGE, SKILLS, AND ABILITIES

EDUCATION AND/OR EXPERIENCE

A valid medical degree from an accredited School of Medicine is required for this position.

CERTIFICATES, LICENSES, REGISTRATIONS

A current California driver's license and a good driving record are required for this position. Current medical licensure in the State of California, current BCLS certification, and current DEA and NPI registration numbers are also required from this position.

PREFERRED QUALIFICATIONS AND CONTINGENCIES

Two (2) to four (4) years prior medical experience in an ambulatory healthcare setting; Board certification in a primary care speciality; ACLS and/or PALS certification; and the ability to obtain local hospital admitting privileges are preferred for this position. Knowledge pertaining to AAAHC or JCAHO standards for accreditation and patient care are also preferred.

TRIHCI maintains a drug- and alcohol-free workplace, and all offers of employment are contingent on the successful completion of a criminal background check, a post-offer drug test and physical, and verification of each candidate's right to work in the United States.

PHYSICAL WORK ENVIRONMENT: *The description provided here is representative of those conditions in which the Clinic Physician will be required to perform the essential functions of this position. As stated earlier, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

While performing the duties of this position, the Clinic Physician is situated in a standard office environment within the health center, where there is little or no exposure to variations in the weather or other similar elements. The Clinic Physician will move throughout the health center to meet with supervisors and co-workers, but maintains direct patient/client contact. Consequently, the Clinic Physician must:

1. Possess the mobility to work in a standard office setting (i.e. walk, stand, or sit for extended periods of time);
2. Posses the ability to use standard office equipment to write, type, copy, fax, or perform other duties;
3. Possess the strength to lift and carry supplies weighing up to 15 lbs repeatedly and up to 45 lbs intermittently;
4. Possess the visual acuity to read printed materials and a computer screen; and
5. Demonstrate hearing and speech capabilities that allow him/her to communicate in person and over the telephone as required,
6. Possess the ability to push, bend and/or lift to help patients to/from vehicle, wheelchairs, stretchers, etc., and moving equipment and medical supplies.

The clinical setting at TRIHCI is categorized by OSHA as a Blood-borne Pathogen Category I facility. Consequently, there exists the potential for exposure to blood, body fluid/tissue, and infectious wastes. There also exists the potential for exposure to chemicals, biologicals, toxicants, and irradiants found on-site.

DISCLAIMER:

This position description lists the major duties and requirements for the Clinic Physician position as established by subject-matter experts and the Human Resources Manager at the time of this document's creation. This position may require additional performance of duties and responsibilities beyond those outlined in this document, and thus may require additional sets of knowledge, skills, and abilities not fully articulated herein.