
FEATHER RIVER TRIBAL HEALTH

POSITION DESCRIPTION

JOB TITLE: MEDICAL DIRECTOR

Grade: Negotiated

Reports to: Executive Director

Department: Medical

Classification: Exempt

Supervises: Provider Staff

POSITION SUMMARY:

As a member of the healthcare team, is responsible for the healthcare program for the organization on all clinical issues involving clinical policies and procedures. This includes quality of service, development and maintenance of the quality assurance process, supervision of other medical providers, pharmacist and pharmaceutical, contract medical providers and provides for the medical care of the patient population. Supervises all subordinate employees of the Medical Department. Also serves as a physician providing primary care services at FRTH clinics in accordance with approved standardized procedures and protocols.

ESSENTIAL FUNCTIONS:

1. Provides healthcare services to patients of the organization.
2. As Medical Director, administers the work of the Medical Department with the Executive Director, advising the Board of Directors to help shape the direction and scope of the Organization's clinical program in conjunction with the Organization's mission, goal and objectives.
3. Oversees and directs all medical care functions and activities of the Organization.
4. Consults with and advises the mental health program on medical/clinical aspects of the mental health program ensuring proper referral to mental health specialists.
5. Maintains a system of chart audits for all medical providers.
6. Establishes and maintains understanding and cooperation with local organizations toward effective community health.
7. Develops, with other medical providers and Executive Director, level of care standards to be used as a quality of service measurement and that will enable the Organization to meet external accrediting requirements (e.g., JCAHO or AAAHC).
8. Provides the highest quality of care utilizing the resources of the Organization in the most prudent manner.
9. Assists Administration in developing a contract referral system and in-house contract specialties.
10. Serves as a physician by performing duties which may include examining patients for symptoms or physical information including eliciting and recording information about patient's medical history; ordering or executing various tests, analysis, and diagnostic images to provide information on patient's condition.
11. Analyzes reports and findings of tests and examines and diagnoses conditions.
12. Administers or prescribes treatments and medication to patients. Promotes health by advising patients concerning diet, hygiene and methods of prevention of disease.
13. Inoculates and vaccinates patients to immunize patients from communicable disease.
14. Refers patients to medical specialists or other practitioners for specialized treatment.
15. Conducts physical examinations to provide information needed for admission to school, consideration for jobs or eligibility for insurance coverage.
16. Reports births, deaths and outbreaks of contagious diseases to governmental authorities.
17. Initiate and maintain Problem Oriented Medical Records ("S.O.A.P." format) using dictated patient summaries, provider templates, and/or electronic health records.
18. Meets regularly with other clinic providers to review patient care and participates in Quality and Performance Improvement activities.
19. Uses prudent judgment when emergencies require action beyond established protocols; notifies Executive Director immediately.
20. Demonstrates dependability by being punctual; maintains consistent attendance.
21. Maintains good working relations among all staff through appropriate communication.

ADDITIONAL RESPONSIBILITIES:

1. Assists with recruitment and screening of potential medical personnel and specialty services personnel.
2. Works with organization in development and provision of health education for staff and patients.
3. Participates in continuing education in order to provide the highest quality of care to the patient population and maintains a current license to practice medicine.
4. Participates in special studies and surveys regarding pertinent health problems of patient population.
5. Attends all trainings, meeting and conferences as required.
6. Travels to satellite clinics of the Organization to monitor and oversee healthcare program, including auditing of charts, Contract Health Service and referrals.
7. Appears, as requested, at Board of Director meetings for presentations and provides information.
8. Participates in special agency programs and university programs to act as preceptor for interns, etc. as required.
9. Learn and implement electronic health records functions as they continue to evolve.
10. Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

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:

1. Knowledge of all confidentiality requirements as outlined in the Corporate Compliance Plan.
2. Ability to establish and maintain effective working relationships; coordinate activities among departments within the organization and groups outside the organization.
3. Ability to plan, supervise and execute a local health program.
4. Can express ideas clearly and concisely.
5. Exercises balanced judgment in evaluating situations and making decisions.
6. Ability to read, analyze and interpret the most complex documents.
7. Ability to respond effectively to the most sensitive inquiries or complaints.
8. Ability to apply principles of logical and scientific thinking to a wide range of intellectual and practical problems.
9. Ability to deal with a variety of abstract and concrete variables.
10. Demonstrate awareness, sensitivity and appreciation of Indian culture, traditions, customs and socioeconomic needs.

EDUCATION AND EXPERIENCE:

1. Current California License as Doctor of Medicine or Osteopathy.
2. Board certified or Board eligible in Family Practice, Internal Medicine or other closely related specialty.
3. At least five (5) years of experience in ambulatory outpatient medicine.
4. Must have a current DEA narcotic license.
5. Certified as a preceptor for Physician Assistants and Nurse Practitioners, or willing to be certified.
6. Current CPR certificate.
7. Possession of a valid California driver's license and current car insurance sufficient to be insurable.

PHYSICAL REQUIREMENTS:

The physical demands 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 disability to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms, stoop, kneel or crouch; and talk and hear within normal range. The employee is frequently required to stand, walk, sit, climb, or balance and use taste and smell senses. The employee must regularly be able to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. This position is physically and emotionally challenging. There is a high degree of stress.

Ability to deal with time constraints and emotional stress and exposure to body fluids and viruses are also essential functions of this job.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly exposed to odors and airborne particles. The noise level in the work environment is usually moderate.

Reasonable accommodations will be given to qualified disabled applicants pursuant to Section 501 of the Rehabilitation Act of 1973, 29 U. S. Code 791, Title 29, and the Americans with Disabilities Act (ADA).

Reviewed Job Description:

Employee Printed Name: _____

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Executive Director: _____

Date: _____
