



POSITION DESCRIPTION

Position Title	Medical Director
Department	Medical
Reports To	CEO

Job Grade	O	Schedule: Full time
Effective Date	8/1/2018	Benefitted

Position Summary

Responsible for leadership of direct medical care operations. Requires experience and skills to assess and employ clinical competence, current best practices and process improvement, along with responsibility for the overall performance of physician and non-physician providers, including locums and contract providers. The Director will spend about 70% of the time in administration of the medical program(s) and about 30% of the time acting as a physician and consultant to medical providers.

Essential Duties:

Supervises the Medical Clinic providers (physicians, nurse practitioners, and physician assistants). Includes all duties related to supervision: hiring, performance evaluation, staff development and related supervisory duties and responsibilities. Collaborates with Human Resources in recruitment of providers and renders advice to the Executive Management Team regarding physician recruitment.

Provides Dental, Laboratory and Pharmacy consultation pertinent to clinical operations and patient care.

Delivers and ensures that all medical providers deliver patient care in a responsible, respectful and caring manner using experience and current industry standards. Provides medical screening, evaluation, diagnosis, treatment, and prevention services to all eligible patients in an outpatient clinic.

Legibly documents all patient visits following the patient visit; and executes various tests.

Analyzes patient reports and findings; prescribes medications and administers treatment plans.

Responsible for referrals of medical patients for specialized treatment when the patient's medical needs are beyond the limits of the medical facility and/or beyond the scope of the medical provider.

Maintains positive external relationships while coordinating referral services with other medical practitioners and medical facilities. Reviews and recommends coordination of services in a positive and collaborative manner with all Yellowhawk departments. Reviews all referrals to ensure they are medically appropriate and within current priority guidelines. Works within approved budget constraints.

Serves as a liaison and advisor to other professional personnel regarding patients and programming issues. Provides specialty services and clinics per program directives and needs; and assists with the training and education of patients, Health Commission members, and Yellowhawk employees.

Represents (or designates) medical providers in a variety of meetings and committees, including but not limited to Pharmacy and Therapeutic committee meetings, Diabetic Team meetings; staff meetings,

quality assurance focus group meetings, Mortality and Morbidity meetings; and Yellowhawk Executive Management Team meetings. Serves on additional committees as necessary.

Ensures continued accreditation with the Accreditation Association for Ambulatory Health Care, Inc. (AAAHC) by providing an active, peer-based program of quality assurance and quality improvement.

Maintains records in compliance with professional, federal and other applicable guidelines; ensures compliance with all accrediting agencies and with Yellowhawk policies and procedures.

Works with appropriate departments and management staff to propose, prepare and administer the annual clinical budget.

Works closely with the Director of Operations to review, propose and/or approve new and revised program policies and procedures, including standard operating procedures for the medical floor. Ensures that the medical staff follows established Yellowhawk guidelines including proper utilization of authorized software.

Ensures that an approved documented peer review process is in place and occurs within timeframes to meet accreditation standards.

Oversees External Utilization Management from Outside Providers.

Provides guidelines for Internal Utilization Management to the Business department. Provides guidelines for Internal Utilization Management of the registered nurse level reviewer and provides decision-making and oversight when guidelines are not followed/met.

Provides investigation and feedback to the Quality Assurance Department.

Collaborates with the Behavioral Health Department to maintain open access and coordinated clinical care.

Other Duties:

Other duties as assigned.

Knowledge, Skills and Abilities:

Requires the ability to handle conflict and crisis in a professional manner.

Requires advanced computer knowledge, especially MS Office.

Excellent oral and written and interpersonal communication skills.

Experience monitoring and assessing peer clinical competences and practices required.

Requires demonstrated leadership and management skills.

Typical Physical Demands:

Physical demands include activities associated with providing direct care in a busy ambulatory clinic and participation in meetings.

Typical Working Conditions:

Most work is performed in an outpatient clinical setting. Exposure to communicable diseases and other conditions in a clinic environment.

Other Aspects of the Position:

Requires occasional weekend and/or evening work. Normal hours are from 7:30 to 4:00, M-F.

Represents Yellowhawk with a respected and viable presence in the community.

May require travel for training and meetings.

Requires all duties to be performed with CTUIR cultural sensitivity.

Minimum Qualifications:

M.D. or D.O. with American Board of Internal Medicine or American Board of Family Medicine Certification (three years minimum) and be Board Certified.

At least four years post residency (not including fellowship training) clinical experience in internal medicine or family medicine.

BLS required; must also maintain DEA Certificate

Must possess a valid driver's license to perform job duties that involve driving GSA vehicles both on and off the Umatilla Indian Reservation and maintain insurability to operate a GSA vehicle.

Must submit to and pass a reference and criminal background check and a pre-employment drug and alcohol screening.

Preferred Qualifications:

ACLS Certification preferred

Knowledge of history, culture and health needs of Native American communities preferred.

Yellowhawk gives preference to applicants in the following order:

- CTUIR-enrolled Tribal members
- Other federally-recognized tribal members
- Military personnel who have been honorably discharged
- All other applicants

The success of the Yellowhawk Tribal Health Center delivery of health care services, business operations and reputation are built on the principles of our employees' fair and ethical conduct. Our reputation for integrity and excellence requires careful observance of the terms of the Centers contracts with funding agencies, the Personnel Policies and Procedures Manual, and the spirit of all applicable laws and regulations, as well as the adherence of the Yellowhawk employees to the highest standards that govern their professions, conduct, performance and personal integrity.

Approved by:

Date

I acknowledge that I have read and understand the duties and responsibilities of this position description.

Signature

Date