



## POSITION DESCRIPTION

Position Title	Physician
Department	Medical
Reports To	Clinical Director

Job Grade	DOE	Schedule: Full Time
Effective Date	Jan 2019	Benefitted

### Position Summary

The Physician works closely with other healthcare staff to diagnose and treat injuries or illnesses. The Physician examines patients; takes medical histories; prescribes medications; and orders, performs and/or interprets diagnostic tests. All duties and responsibilities will be performed in accordance with the Yellowhawk Mission and Vision statements.

#### Essential Duties:

The Physician counsels patients on all aspects of injuries and/or illnesses including preventive healthcare.

Deliver and ensure that all medical providers deliver patient care in a responsible, respectful and caring manner using experience and current industry standards.

Provide medical screening, evaluation, diagnosis, treatment and prevention services to all eligible patients in an outpatient clinic.

Legibly and timely document all patient visits following the patient visit; and execute various tests; analyze reports and findings; prescribe medications and administer treatment plans.

Responsible for referrals for 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.

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 assist with the training and education of patients, Health Commission members, and Yellowhawk employees.

Participates in a variety of meetings and committees including, but not limited to, Pharmacy and Therapeutic (P&T) committee meetings, Diabetic Team meetings, staff meetings, Quality Improvement Focus Group (QIFG) meetings, multi-disciplinary case management meetings. Serves on additional committees as necessary.

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

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

Reviews and recommends new and revised program policies and procedures.

Providing Utilization Management review from outside providers for Contract Health Services (CHS)

Providing investigation and feedback to the Risk Management Department

**Other Duties:**

Other duties as assigned.

**Knowledge, Skills and Abilities:**

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

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

Requires advanced computer knowledge. Prior experience with MS Office and RPMS-HER.

Excellent verbal and written communication skills.

Experience to monitor and assess peers clinical competences and practices required.

Must have excellent interpersonal skills.

Must have demonstrated leadership and management skills.

**Typical Physical Demands:**

Requires prolonged sitting, some bending, stooping and stretching. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment. Requires normal range of hearing and eyesight to record, prepare and communicate appropriate reports.

**Typical Working Conditions:**

**Other Aspects of the Position:**

Requires occasional weekend and/or evening work.

May require travel for training and meetings.

**Minimum Qualifications:**

Possess degree of M.D. (Medical Doctor) or D.O. (Doctor of Osteopathic Medicine) 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.

Must have and maintain BLS and ACLS Certification.

Must also maintain DEA Certificate.

Must possess a valid driver's license and maintain insurance requirements to operate General Services Administration vehicles.

Must submit to and pass a reference and criminal background check.

Must submit to and pass a pre-employment drug and alcohol screening.

**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
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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

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

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Signature

Date