



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 locum tenens and contract providers. The Medical Director will spend 25% of the time in administration of the medical program(s) and about 75% of the time acting as a physician and consultant to medical providers.

Essential Duties:

Administrative Duties

Provides clinical supervision of Medical Clinic providers and clinical staff (physicians, nurse practitioners, physician assistants, nurses and medical assistants).

Provides clinical and programmatic consultation/education to other clinical departments (Lab, Pharmacy, Dental, Behavioral Health, Community Health, Optometry, and Physical Therapy) pertinent to clinical recommendations 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.

Reviews/approves all requests for credentialing and privileging of licensed/certified employees within the organization.

Organizes and conducts periodic peer review activities as requested/required to meet accreditation standards.

Provides clinical oversight of collaborative practice agreements within the organization.

Reviews all external referrals to ensure they are medically appropriate and within current priority guidelines.

Works within approved budget constraints.

Represents medical providers in a variety of meetings, including but not limited to Executive Management Team, Pharmacy and Therapeutics, Chronic Pain Management, ad hoc peer review, and ad hoc Morbidity and Mortality meetings.

Collaborates with CFO and Business Office to provide guidelines for Utilization Management for external referrals.

Reviews and provides approvals/denials of all external referrals on behalf of Utilization Management for outsourced patients.

Clinical Duties

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.

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, written and interpersonal communication skills.

Experience monitoring and assessing peer clinical competencies 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 for community events. Normal hours are dependent on work schedule, typically Monday through Thursday or Tuesday through Friday, 7:30AM to 6:00PM. Alternate work schedules may be considered.

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 Family Medicine or American Board of Internal Medicine certification (three years minimum).

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

Basic Life Support (BLS) required.

Current, active, unrestricted DEA registration.

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

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

Preferred Qualifications

Knowledge of history, culture and health needs of American Indian/Alaska Native 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 Center's 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 summary.

Signature

Date