

MACT HEALTH BOARD, INC.

POSITION DESCRIPTION

POSITION TITLE:	STAFF PHYSICIAN
STATUS:	EXEMPT
DEPARTMENT:	MEDICAL
SUPERVISOR:	MEDICAL DIRECTOR
SUPERVISION:	MID-LEVEL PROVIDERS, AS ASSIGNED, CLINICAL SUPPORT STAFF; ANCILLARY PERSONNEL
SALARY RANGE:	MPS 17

POSITION SUMMARY:

As a member of the health care team, serves as a physician providing primary care services at MACT clinics in accordance with accepted standards of medical practice. Provides comprehensive medical services for children and other family members regardless of age or sex, on a continuing basis. Performs diagnostic services which include securing medical histories, conducting physical examinations, interpreting laboratory and x-ray results in order to define health problems and ascertain therapy required.

PRIMARY RESPONSIBILITIES:

1. Provides primary health care under standardized protocols in accordance with provisions of the California Board of Medical Quality Assurance.
2. Provides the highest quality of care utilizing the resources of the organization in the most prudent manner, and within the scope of incumbent's training, experience, and skill level.
3. Assists the Medical Director and Executive Director in developing level of care standards to be used as a quality of service measurement and that will enable the organization to meet external accrediting requirements (i.e., JAHCO or AAAHC).
4. Cooperates and helps establish and maintain understanding and cooperation with local, state, and national organizations toward effective community health.
5. Maintains hospital privileges at appropriate inpatient facilities.
6. Serves as a staff 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, analyses, and diagnostic images to provide information on patient's condition.
7. Analyzes reports and findings of tests and examinations and diagnoses conditions.
8. Administers or prescribes treatment and medication to patients. Promotes health by advising patients concerning diet, exercise, hygiene and methods of prevention of disease, utilizing the public health model of disease prevention.
9. Orders and/or administers immunizations as appropriate, providing supervision of the MACT immunization program.

10. Refers patients to medical specialists or other practitioners for consultation and/or specialized treatment. Reports births, deaths and outbreaks of contagious diseases to appropriate government agencies.
11. Initiates and maintains Problem Oriented Medical Records ("S.O.A.P." format) via dictated patient summaries or handwritten notations and chart entries. Utilizes the IHS Patient Care Component (PCC) forms for data entry into the agency's computerized tracking system ("RPMS).
12. Provides such other record keeping activities, such as superbills, as required.
13. Serves on various clinic committees and/or special work groups as agreed upon with the Medical Director.
14. Meet regularly with other clinic providers to review patient care issues and concerns, and actively participates in Quality and Performance Improvement activities.
15. Uses prudent clinical judgment when emergencies require action beyond established protocols; notify Medical Director immediately.
16. In the event of occurrences such as; epidemic outbreaks, poisonings, fires, major accidents, deaths from unnatural causes, or other catastrophes and unusual occurrences which threaten the welfare, safety or health of patients, will be responsible for notifying the Department of Health Services, the local health department and the local fire authority as required.
17. Will be responsible to report such occurrences (as listed above) within twenty-four hours by telephone (and confirmed in writing) to the local health officer or the Department of Health Services as required. An incident report shall be retained on file by the clinic for one year.
18. Demonstrates dependability by being punctual; maintain consistent attendance.
19. Maintains good working relations among all staff through appropriate communications.
20. Must adhere to the MACT Health Board, Inc. Corporate Code of Conduct.
21. Must be willing to implement EHR system and training.

ADDITIONAL RESPONSIBILITIES:

1. Assist with the recruitment and screening of potential medical personnel and specialty personnel, as requested.
2. Work with organization in development and provision of health education for staff and patients.
3. Participate in continuing education in order to provide the highest quality of care to the patient population and to maintain current licensure and board certification.
4. Participate in special studies and surveys regarding pertinent health problems of patient population.
5. Attend all trainings, meetings and conferences as required.
6. 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 within the level of competencies acquired through training and experience. Additional requirements listed below are representative of the knowledge, skill and/or special abilities the position demands:

1. Ability to establish and maintain effective working relationships; coordinate activities among departments and services within the organization and groups outside the organization.
2. Demonstrate a combination of maturity, judgment, experience and confidence to practice independently in a variety of challenging situations.
3. Ability to work productively with individuals and with professional and other groups within the community; to gain satisfaction through growth and development of others; to efficiently plan and execute work; to seek and use supervision and consultation; to exercise good judgment; and to communicate effectively with individuals and groups both orally and in writing.
4. Express ideas clearly and concisely.
5. Exercise balanced judgment in evaluating situations and making decisions.
6. Ability to review, 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.

MANDATORY REQUIREMENTS:

1. Graduation from an accredited school of medicine or osteopathy.
2. Possession of a current California license to practice medicine or osteopathy.
3. Board certified or board eligible in Family Practice, Pediatrics, Internal Medicine, or other closely related primary care specialty, or five (5) years of clinical experience.
4. Recent experience in an ambulatory care practice.
5. Must have a current DEA narcotic license.
6. Current CPR or Advanced Life Support certificate.

MINIMUM QUALIFICATIONS:

1. Must pass Occupational Health Screening
2. Must possess a valid form of identification as listed on the U. S. Department of Justice I-9 form.

PHYSICAL DEMANDS:

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 disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, grasp or feel; reach with hands and arms; stoop, kneel, crouch or crawl; 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 25 pounds and occasionally lift and/or move up to 50 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.

WORK ENVIRONMENT:

The environmental characteristics described here are representative of those an employee encounters while performing the essential job functions. As indicated elsewhere, 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 a variety of odors or airborne particles. The noise level in the work environment is usually moderate.

The position requires an awareness and keen appreciation of American Indian traditions, customs, and socioeconomic needs and the ability at all times to meet and deal effectively in contacts with Indian health organizations which requires tact, courtesy, discretion, resourcefulness and good judgment in handling functions of a sensitive nature.