



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

PO BOX 768 • PORTERVILLE, CALIFORNIA 93258

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**POSITION DESCRIPTION**  
**PODIATRIST**

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**Reports To:** Medical Director  
**FLSA Status:** Full-Time, Exempt  
**Revised Date:** January 31, 2023

**Prepared By:** Human Resources  
**Salary Grade:** D.O.E.  
**Approval Date:** March 2, 2023

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**POSITION SUMMARY:**

Under the direction of the Medical Director, the Podiatrist will examine, diagnose, prevent, and treat diseases, disorders and deformities of the human foot; and to do related work as required. Communicates and works effectively with clinical staff. The Podiatrist must diagnose, plan and conduct course of treatment for patients; assist in the planning and coordination of podiatry services. Instruct patients and staff in proper foot care. In this capacity, the Podiatrist performs his/her duties with professionalism, compassion, and sound judgment to partner with TRIHCI's patients to improve their health status and quality of life. The Podiatrist must be able to communicate well and be able to establish rapport with patient and their families, being sensitive to the needs of the Indian community and its cultures, traditions, behavior patterns, and backgrounds. The Podiatrist must be familiar with the objectives of TRIHCI, must maintain genuine enthusiasm for the success of TRIHCI's health programs, and consequently exercise a strong sense of stewardship in developing and maintaining community relations.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Perform and provide primary medical diagnostic, preventative, education, and treatment services at all TRIHCI facilities, and in accordance with applicable policies and standards.
2. Diagnoses, treats, or prescribes treatment of the foot, ankle, and other related structures using medical histories, physical examinations, x-rays, and laboratory test results.
3. Ensures that clinical service delivery is conducted in accordance with evidence-based practice, best practice standards and effective clinical risk management.
4. Enhances the quality of patient care by delivering evidenced based podiatry interventions through the diagnosis, treatment, and prevention of foot problems.
5. Maintains current knowledge of contemporary podiatry techniques and healthcare issues, and ensure all clinical practice is in accordance with the relevant legislative requirements, professional code of ethics, professional code of conduct and available evidence.
6. Assess, plan and implement appropriate intervention to clients with diabetes, including those with active foot complications requiring pressure care and wound management.

7. Participates in team and discipline based quality improvement and service development activities
8. Demonstrates thorough understanding and absolute commitment to the principles and practices of infection control, regulations and procedures.
9. Practices effective infection control procedures.
10. Provides advice on appropriate footwear and foot care to clients at risk of falling.
11. Demonstrates excellence in specialist assessment and the delivery of evidenced based podiatry assessment and restorative interventions.
12. Performs foot, ankle, and related structure surgeries within the scope of practice.
13. Consults with inter-professional team on the care of patients.
14. Prescribes medications, corrective devices, physical therapy, or surgery and sets fractures.
15. Administers medications and local anesthetics.
16. Advises patients about treatments and foot care techniques to prevent future problems.
17. Records all diagnoses, treatments, and prescriptions.
18. Refers patients to other physicians or specialists for consultation in an inter-professional manner.
19. Deliver preliminary diagnosis to patients and direct, prescribe, or provide a full treatment regimen, including health education, health maintenance, prescription medications, and follow-up services.
20. Prepare, maintain, and update physical and electronic medical records in accordance with sound medical practice guidelines and organizational need.
21. Coordinate patient referrals for specialty health care, including coordination with TRIHCI's Purchase Referred Care (PRC) Contract Health Services department.
22. Contribute to the evaluation of clinic programs and quality improvement through participation, development, and implementation of quality improvement initiatives.
23. Attend and contribute to all required meetings/consultations including general and medical staff meetings, and all specialized committee meetings (e.g. Diabetes Care, PRC Clinical Review, GPRA, etc.).
24. Effectively represent TRIHCI by leading and participating in all program reviews by regulatory agencies (IHS, IHP, CHDP, Managed Care system, etc.).
25. Work in conjunction with TRIHCI leadership to ensure all required medical reports are completed in a timely manner, including annual diabetic audits, immunization reports, BOD reports, and other reports.
26. Contribute to the development and implementation of medical standing orders, policies and guidelines, and treatment protocols as required by leadership or law.
27. Carryout special assignments to upgrade clinical quality of care and administration as assigned.

28. Perform general medical or administrative duties, within the appropriate scope of work, as needed and assigned.
29. Occasional Saturday coverage as required and after-hours paid telephone call.

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**QUALIFICATIONS:**

1. Must possess broad competency with medical skills and knowledge, and be able to effectively apply them in an ambulatory outpatient setting.
2. Must possess or be able to obtain specific regulatory knowledge as it pertains to Indian health from entities such as IHS, CRIHB, IHP, and the State of California.
3. Must have good communication skills, be able to effectively communicate with diverse populations, and be willing to convey responsibilities to patients.
4. Demonstrate the ability to work independently in carrying out assignments while remaining reliable and dependable.
5. Possess basic computer and database software operation knowledge, and demonstrate a working knowledge of routine office hardware and equipment (e.g. printers, copiers, fax machines, etc.).
6. Must demonstrate the ability to maintain accurate records and preparing clear and accurate reports for informational, auditing, and operational use, including capacities for attention to detail and for reviewing and verifying accuracy of data.
7. Possess the ability to organize and follow one's own work schedule (i.e. setting priorities, being available during work hours, and meeting critical deadlines).
8. Possess the ability to become knowledgeable of health needs and services provided to the Indian community both on and near the reservation.
9. Demonstrate the competency and integrity to maintain the confidentiality of organizational, employee, and client records.
10. Possess the ability to deliver effective education, training, and presentations on technical medical subjects to large and/or small groups of various educational and cultural backgrounds.
11. Knowledge of causes, means of transmission and methods of control of communicable disease, principles and practices of diagnosis and treatment of common medical problems.
12. Must possess basic computer and database software operation knowledge, and demonstrate a working knowledge of routine office hardware and equipment (e.g. printers, copiers, fax machines, etc.).
13. Must demonstrate the competency and integrity to maintain the confidentiality of organizational, employee, and client records.
14. Must be able to prepare, maintain, and update physical and electronic medical records in accordance with sound medical practice guidelines and organizational need.

15. Must be able to recognize and evaluate situations which call for immediate attention of the physician and, when necessary, initiate treatment procedures essential for the life of the patient.
16. Must be able to coordinate patient referrals for specialty health care, including coordination with TRIHCI's Purchase Referred Care department.
17. Must be able to assist Medical Director and Mid-Level Providers in the coordination of hospital admissions, the development of treatment plans, and other dimensions of treatment and education.
18. Must be able to consult with other medical, mid-level, and nursing providers to ensure effective case management and to address complex or difficult patient issues.
19. Must be able to contribute to the evaluation of clinic programs and quality improvement through participation, development, and implementation of quality improvement initiatives.
20. Must be able to attend and contribute to all required meetings/consultations including general and medical staff meetings, and all specialized committee meetings (e.g. Diabetes Care, PRC Clinical Review, GPRA, etc.).
21. Must be able to perform general medical or administrative duties, within the appropriate scope of work, as needed and assigned.
22. Must possess a Valid California Driver's License and be insurable with the Tule River Indian Health Center Inc. insurance agency.
23. Must pass pre-employment drug & alcohol test.
24. Must pass pre-employment physical.
25. Must pass background check.
26. Must provide an updated DMV printout upon hire.
27. Must have a working home/cell phone for immediate contact.
28. Must maintain a professional appearance and attitude.
29. Must maintain absolute confidentiality regarding patients per HIPAA and TRIHCI policies.
30. Must be able to multitask.
31. Must have good communication skills and be able to effectively communicate with diverse populations.
32. Must demonstrate the ability to maintain accurate records and preparing clear and accurate reports for informational, auditing, and operational use, including capacities for attention to detail and for reviewing and verifying accuracy of data.
33. Must possess experience in working in a health care facility setting.
34. Maintain confidentiality in the workplace.

35. Must be willing to travel.
36. Willing to participate in Meaningful Use Program.
37. American Indian preference in accordance with Indian Preference Act (Title 25, U.S. Code, § 472 & 473).

#### **EDUCATION AND/OR EXPERIENCE**

1. Degree of Doctor of Podiatric Medicine

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

1. A current and valid California State license to practice the full scope of podiatric medicine as issued by the California State Board of Podiatric Medicine of the California Medical Board.
2. A current California driver's license and a good driving record are required for this position.
3. First Aid/CPR at BCLS level, current BCLS certification, and current DEA and NPI registration numbers are also required from this position.

#### **PREFERRED QUALIFICATIONS AND CONTINGENCIES**

1. Two (2) to four (4) years prior medical experience; ACLS and/or PALS certification. Knowledge pertaining to AAAHC or JCAHO standards for accreditation and patient care are also preferred.
2. Must be fully vaccinated against COVID-19 prior to the first day of work.
3. TRIHCI maintains a drug- and alcohol-free workplace, and all offers of employment are contingent on the successful completion of a criminal background check, a post-offer drug test and physical, COVID-19 and TB test, and verification of each candidate's right to work in the United States.

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**PHYSICAL WORK ENVIRONMENT:** *The description provided here is representative of those conditions in which the Podiatrist will be required to perform the essential functions of this position. As stated earlier, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

While performing the duties of this position, the Podiatrist is situated in a standard office environment within the health center, where there is little or no exposure to variations in the weather or other similar elements. The Podiatrist will move throughout the health center to meet with supervisors and co-workers, but maintains direct patient/client contact. Consequently, the Podiatrist must:

1. Possess the mobility to work in a standard office setting (i.e. walk, stand, or sit for extended periods of time);
2. Posses the ability to use standard office equipment to write, type, copy, fax, or perform other duties;
3. Possess the strength to lift and carry supplies weighing up to 15 lbs repeatedly and up to 45 lbs. intermittently;
4. Possess the visual acuity to read printed materials and a computer screen; and
5. Demonstrate hearing and speech capabilities that allow him/her to communicate in person and over the
6. telephone as required,
7. Possess the ability to push, bend and/or lift to help patients to/from vehicle, wheelchairs, stretchers, etc. and moving equipment and medical supplies.

The clinical setting at TRIHCI is categorized by OSHA as a Blood-borne Pathogen Category I facility. Consequently, there exists the potential for exposure to blood, body fluid/tissue, and infectious wastes. There also exists the potential for exposure to chemicals, biologicals, toxicants, and irradiants found on-site.

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**DISCLAIMER:**

*This position description lists the major duties and requirements for the Podiatrist position as established by subject-matter experts and the Human Resources Manager at the time of this document's creation. This position may require additional performance of duties and responsibilities beyond those outlined in this document, and thus may require additional sets of knowledge, skills, and abilities not fully articulated herein.*

**Employee Affirmation:**

*I have thoroughly read the attached position description for the position of Podiatrist. Any verbal explanations that I have requested concerning the information in this position description have been provided me to my satisfaction. I subsequently affirm that I am qualified to occupy this position with TRIHCI and I agree to perform the duties and responsibilities outlined therein.*

Employee Name (Print)
Employee Signature
Date