



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

PO BOX 768 • PORTERVILLE, CA 93258

PHONE: (559) 784-2316 • FAX: (559) 791-2585

**JOB POSTING**

<b>POSITION:</b>	<b>MEDICAL DIRECTOR/ PHYSICIAN</b>
<b>POSTING DATE:</b>	<b>MAY 13, 2020</b>
<b>CLOSING DATE:</b>	<b>OPEN UNTIL FILLED</b>
<b>NUMBER OF OPENINGS:</b>	<b>1</b>
<b>RATE:</b>	<b>DOE</b>
<b>STATUS:</b>	<b>FULL-TIME, EXEMPT</b>

**IN ORDER TO BE CONSIDERED FOR THE OPEN POSITION, A COMPLETED APPLICATION MUST BE SUBMITTED BY THE CLOSING DATE STATED ABOVE.**

**TO OBTAIN A COPY OF THE JOB DESCRIPTION AND JOB APPLICATION, PLEASE VISIT [WWW.TRIHCI.ORG](http://WWW.TRIHCI.ORG)**

**PLEASE SEND COMPLETED APPLICATIONS TO [HUMAN.RESOURCES@CRIHB.ORG](mailto:HUMAN.RESOURCES@CRIHB.ORG)**

IN ACCORDANCE WITH INDIAN PREFERENCE STATUTES DEFINED IN USC TITLE 25, SECTION 472, PREFERENCE IN FILLING VACANCIES AT TRIHCI WILL BE GIVEN TO QUALIFIED INDIAN CANDIDATES WHO SUCCESSFULLY VERIFY THEIR ELIGIBILITY (BIA FORM 4432, A CERTIFICATE OF INDIAN BLOOD, OR OTHER DOCUMENTATION MAY BE REQUIRED). WITHIN THE SCOPE OF INDIAN PREFERENCE LAWS, TRIHCI DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER CHARACTERISTIC PROTECTED BY LAW IN MAKING EMPLOYMENT DECISIONS OR PROVIDING SERVICES.



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

PO BOX 768 • PORTERVILLE, CALIFORNIA 93258

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## POSITION DESCRIPTION MEDICAL DIRECTOR/PHYSICIAN

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**Reports To:** Chief Executive Officer

**FLSA Status:** Exempt- Professional

**Revision Date:** 22 July 2014

**Prepared By:** Human Resources

**Salary Grade:** DOE

**Board Approval Date:** August 20, 2014

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### Position Summary:

Under the direction of the Chief Executive Officer, the Medical Director coordinates relative administration procedures and is the primary point of contact for the examination, diagnosis, and medical prevention/treatment/education of for a full range of patients at TRIHCI. In this capacity, the Medical Director 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. While serving in a supervisory capacity, the Medical Director does function to directly oversee the medical practice of mid-level providers and clinic physicians and work closely with the Director of Nurses (DON) to ensure the quality of medical services provided. The Medical Director is also required to serve as the Clinical Laboratory Director. The Medical Director must be able to communicate well and be able to establish rapport with patients and their families, being sensitive to the needs of the Indian community and its cultures, traditions, and values. The Medical Director 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.

### Essential Duties and Responsibilities:

- a) Perform and provide primary medical diagnostic, preventative, education, and treatment services at all TRIHCI facilities, and in accordance with applicable policies and standards.
- b) Initiate thorough patient interviews/medical histories and coordinate appropriate diagnostic and screening tests/examinations.
- c) 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.
- d) Prepare, maintain, and update physical and electronic medical records in accordance with sound medical practice guidelines and organizational need.
- e) Coordinate patient referrals for specialty health care, including coordination with TRIHCI's Contract Health Services department and available telemedicine programs.
- f) Admit or coordinate the admission of patients to area hospitals as necessary.
- g) Consult with other medical, mid-level, and nursing providers to ensure effective case management and to address complex or difficult patient issues.
- h) Coordinate, supervise, perform, and/or review routine lab work and therapeutic procedures including injections, immunizations, debridement, suture and care of superficial wounds, and other procedures.
- i) Contribute to the evaluation of clinic programs and quality improvement through participation, development, and implementation of quality improvement initiatives.
- j) Attend and contribute to all required meetings/consultations including general and medical staff meetings, and all specialized committee meetings.

- k) Assist clinical staff in monitoring, determining the need for, and ordering medical supplies, equipment, and medications kept onsite.
- l) Effectively represent TRIHCI by leading and participating in all program reviews by regulatory agencies (IHS, IHP, CHDP, Managed Care system, etc.).
- m) Ensure all required medical reports are completed in a timely manner, including annual diabetic audits, immunization reports, BOD reports, and other reports;
- n) Direct, monitor, and contribute to the development of mid-level providers through protocols, policies and procedures, and direct coaching.
- o) Develop and propose to the CEO, new medical standing orders, policies and guidelines, and treatment protocols as required by leadership or law.

**Additional Responsibilities may include:**

- a) Carryout special assignments to upgrade clinical quality of care and administration as assigned.
- b) Perform general medical or administrative duties, within the appropriate scope of work, as needed and assigned.
- c) Other duties as assigned.

**Qualifications:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skills, and/or abilities required. In accordance with the Americans with Disabilities Act (ADA), reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Knowledge, Skills, and Abilities**

- 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 perform well in group problem-solving situations and use reason even when dealing with highly emotional topics.
- 9) Possess the ability to become knowledgeable of health needs and services provided to the Indian community both on and near the reservation.
- 10) Demonstrate the competency and integrity to maintain the confidentiality of organizational, employee, and client records.
- 11) 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.
- 12) Knowledge of causes, means of transmission and methods of control of communicable disease, principles and practices of diagnosis and treatment of common medical problems.

**Education and/or Experience**

A valid medical degree from an accredited School of Medicine is required for this position.

### **Certificates, Licenses, Registrations**

A current California driver's license and a good driving record are required for this position. Current unrestricted medical licensure in the State of California, current BCLS certification, and current DEA and National Provider Identification (NPI) registration numbers are also required from this position.

### **Preferred Qualifications and Contingencies**

Two (2) to four (4) years prior supervisory medical experience in an ambulatory healthcare setting; Board certification in a primary care specialty; ACLS and/or PALS certification; and the ability to obtain local hospital admitting privileges are preferred for this position. Knowledge pertaining to AAAHC or JACHO standards for accreditation and patient care are also preferred.

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, 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 Medical Director 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 Medical Director 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 Medical Director will move throughout the health center to meet with supervisors and co workers but maintains direct patient/client contact. Consequently, the Medical Director 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 telephone as required,
6. 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.

**Disclaimer:**

*This position description lists the major duties and requirements for the Medical Director 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.*

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**Employee Affirmation:**

*I have thoroughly read the attached position description for the position of Medical Director. 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 to perform the duties and responsibilities outlined therein.*

<b>Employee Name (Print)</b>
<b>Employee Signature</b>
<b>Date</b>