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| **Job Title:** | Physician/Medical Director | **Date:** | October 31, 2024 |
| **Department:** | Health & Human Services | **Date Revised:** | February 4, 2025 |
| **Location:** | Hannahville Health Center | **Date Revised:** | Click here to enter a date. |
| **Supervision Received:** | Director of Health and Human Services | **Supervision Exercised:** | Registered Nurse, LPN, APP |
| **Employment Status:** | Salary/Exempt E8 | **Benefits Status:** | Regular |
| **Background:** | Child Care/Vulnerable Adult/Behavioral Health | **Position Type:** | Full Time |
| **Background:** | Choose an item. | **Employment Preference:** | Indian Preference |

**Position Summary**

The Physician/Medical Director, under the direction of the Health and Human Services Director, is responsible for providing direct patient care services at our tribal Health Center. Position will provide oversight of medical programs operations by ensuring a quality healthcare is delivered through the entire life span. Provides strategic plan guidance. The position assists in maintaining the daily operations of the clinical settings to meet patient medical needs and expectations. The position is responsible for medical decisions or care provided to patients on a daily basis and providing medical oversight and assistance to nursing personnel assigned to your patient care team.

**Essential Duties**

Medical Services:

* Patient-centered family medicine physician caring for the Hannahville community. Physician will develop a continuity panel of patients across the age spectrum from newborn to geriatric.
* Completes initial assessment and evaluation of new patients.
* Provides ongoing monitoring of patient’s medical condition and provides treatment.
* Orders prescription medications and diagnostic procedures.
* Authorizes and coordinates all specialty and ancillary services.
* Outpatient services are delivered in clinic. Clinic visits will be acute and chronic care visits.
* Clinic days will generally be a minimum of 14 scheduled encounters / clinical day, although provider will be flexible to accommodate patient and team needs, and may occasionally see more patients.
* Focus on team-based, patient-centered care. Will work closely with Advance Practice Practitioners, Nursing Staff, Community Health Representative's, front desk staff, and administrative support staff. Will also collaborate with other patient support services across the organization.
* Correctly and completely documents entries and maintains patient charts in a timely manner as outlined in the Medical Clinic policies and procedures (72 hours).
* Prescribe medication in compliance with state and federal statutes and inform patients of all complication, interference with other medications, and risks
* Follows privacy act guidelines as established by HIPAA & other privacy regulations.
* Proficient and efficient use of clinic EMR. Timely electronic communication, inbox management, chart completion, results review & communication to patients.
* Remains current in the field of medicine and practices up to date medicine as established by national standards (ACOG, AAFP, CDC, etc.), with practical application based on patient preferences and clinical environment.
* Maintains licensure and board certification
* Will be a steward of healthcare resources by following protocols for patient specialty consultation and referrals.
* Works closely with the Business Office programs and care team referral staff as needed to ensure patient has access to most appropriate care.

Administrative:

* Supervise and evaluate nursing/medical staff to ensure full compliance with regulations maintaining an effective program
* Serve as an advisor on health issues and disease control providing medical support, discover inconsistencies, and investigate problems.
* Help with developing and monitoring an organization’s strategic plan
* Identifying health trends and introducing new treatments
* Planning for the implementation of new information technology
* Accurately and promptly provides coding, billing or other financial information to billing team and follows up insurance requests as required.
* Actively participate in and embrace continuous quality improvement projects and activities.
* Continually strive to improve patient experience and quality of care with attention to patient access, continuity, team-based care, patient-lead care, and community engagement.
* Participate in peer review sessions with other providers.
* Support the organization’s mission and goals, quality standards, and patient-centered medical home philosophy.
* Embrace culture of serving the whole person through our provision of services.

**Peripheral Duties**

* Completes all other position-related activities requested by the Director

**Education and Licensure**

* Medical Doctor (MD) or Doctor of Osteopathic Medicine (DO) Degree required.
* Professional Board Certification required; Family Practice preferred but will consider Internal Medicine/Pediatrics.
* License to practice as a Physician (MD or DO) in the State of Michigan or ability to obtain by date of hire required.
* Must have no previous suspension or revocation of license.
* DEA (Drug Enforcement Administration) License
* BLS (Basic Life Support) or CPR Pro (Cardiopulmonary Resuscitation Pro) Certification or ability to obtain date-of hire required.
* Must maintain a good moral character standing.

**Experience**

* Clinical practice experience required; 5 or more years preferred.
* 3 years management or administrative experience in public health or medical outpatient setting preferred.
* Previous experience documenting in electronic records preferred.

**Knowledge**

* Sufficient knowledge to provide primary medical care within scope of practice required.
* Knowledge of outpatient medical procedures as educated and approved through clinical privileging process preferred.
* Working knowledge of medical best practices preferred.

**Skills and Abilities**

* SUPERVISORY RESPONSIBILITIES: The Medical Director will provide administrative and clinical supervision of all NP’s and Clinic Manager. Will provide oversight of Medical Clinic, School Based nurse, Home care services and Diabetes Clinical Care program. The Medical Director is a team leader and will be expected to engage and work with their team as such.
* Must be able to work with minimal supervision.
* Due to the sensitive nature of information and files maintained within Health Services, must maintain strict confidentiality at all times

**Tools and Equipment**

* General office equipment - EMR system for data entry, telephone, personal computer, printer, scanner, calculator, copy machine, fax machine, and paper shredder
* Medical equipment - stethoscope and blood pressure cuff, medical and surgical instruments, otoscope, random blood sugar machine, EKG machine, Doppler, nebulizer, thermometer, digital scale, pulse oximeter, medical lab testing instruments, phlebotomy tools, centrifuge, hazardous chemicals and safety equipment

**Physical Demands**

* Physical factors include constant standing, walking, use of hearing, smell, near/midrange/far vision, depth perception, color/field of vision, typing; frequent sitting and occasional carry/lifting, pushing/pulling, stooping, reaching, manual handling and bending. Potential hazards include patient contact and/or client contacts, needles/syringes, computer use, medical and other equipment use. Personal Protection Equipment required and must follow universal precautions.
* Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Work Environment**

* Family practice clinic
* Will be working in biohazard areas, patient treatment areas, and client homes. May be working in the community setting. Will be exposed to infectious materials. Noise levels may be moderate. Performance of some duties requires PPE equipment.
* There is a high risk of occupational exposure to blood-borne pathogens and therefore qualifies for the hepatitis B vaccination protocol

**Selection Guidelines**

* Completed employment application and resume, rating of education and experience (job related tests may be required), oral interview and reference check
* Tribal, state and federal background checks are required in accordance with Background Investigation Policy.
* Post-offer drug and alcohol test required pursuant to Drug and Alcohol Policy; Must meet child care standard for clearance and may not have any prior theft, larceny, or related, type charges; Must not have any drug convictions.

**Additional Information**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer and job change requirements.

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| **Employee Printed Name:** |  | | |
| **Employee Signature:** |  | **Date:** |  |
| **Supervisor Signature:** |  | **Date:** |  |
| **Director Signature:** |  | **Date:** |  |