



PO Box 649 FORT DEFIANCE, AZ 86504 PHONE: 928.729.8000 FAX: 928.729.8019 WEBSITE: [WWW.FDIHB.ORG](http://WWW.FDIHB.ORG)  
 A FACILITY OF FORT DEFIANCE INDIAN HOSPITAL BOARD, INC.

## STAFF PHYSICIAN(EMERGENCY MEDICINE)

### *Position Description*

<b>Division:</b>	Medicine
<b>Department:</b>	Emergency Medicine Department
<b>Job Code:</b>	
<b>Salary Range:</b>	\$177,598.40 - \$266,397.60/annually
<b>Hours/week:</b>	varies
<b>Type of Position:</b>	Full-time

<b>Reports to (title):</b>	Chief of Emergency Medicine
<b>Job Location:</b>	Tséhootsooí Medical Center
<b>Supervises:</b>	N/A
<b>Classification:</b>	Exempt
<b>Effective Date:</b>	March 28, 2010
<b>Revised Date:</b>	August 11, 2014

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Tséhootsooí Medical Center (TMC) are expected to conform to the following:

- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and dependable manner with patients, employees and vendors.
- Possess cultural awareness and sensitivity.

### POSITION PURPOSE AND SUMMARY

Position serves as Staff Physician located in the Emergency Department of Tséhootsooí Medical Center (TMC). The Emergency Department provides specialized trauma and emergency care on a 24-hour basis.

- Assignments involve providing the full range of urgent and emergent medical care services to any and all patients with very little or no technical guidance. Incumbent is responsible for recognizing difficult-to-identify symptoms or signs; and is responsible for emergent management and disposition plan.
- Complexity of care includes intubation and management of difficult airways, insertion of central lines, management of major trauma including fractures of multiple extremities, stab wounds, open wounds of chest and abdomen, partial evisceration, concussion, head trauma, subdural hematoma, myocardial infarctions, cardiac arrest, suicide attempts etc.

### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Interviews and examines patients, reviews past medical history, and requests/or performs diagnostic tests and examinations deemed necessary to obtain all possible information related to each case.
- Makes preliminary diagnosis, directs, prescribes or provides treatment, or arranges for specialized care or patient referral as required. Bases decision upon information obtained, professional medical knowledge and skills and prescribed policies and procedures.
- Assures preparation of timely, appropriate medical records for all patients seen to assure the accumulation and organization of all pertinent clinical data needed to provide comprehensive medical care.
- Refers patients to appropriate contracted medical or other government facilities providing full clinical information for

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care and diagnostic procedures that cannot be adequately provided on-site. Coordinates and integrates information obtained into the on-going Health Care Program at the Service Unit and assures the provision of timely follow-up care as required.

- Works closely with Allied Health professionals (Community Health Nurse, Social Workers, Health Education, etc.) in the provision of broad health program services.
- Serves as the Emergency Department representative to hospital committees as assigned.
- Serves as a member of the Medical Staff and is responsible for all associated duties including following Medical Staff Bylaws and R&Rs, participates in the performance improvement activities, which are coordinated with the hospital wide PI programs and ensures that the department and subordinate departments are in full compliance with CMS, EMTALA and hospital standards.

### MINIMUM MANDATORY QUALIFICATIONS

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| Experience:  | <ul style="list-style-type: none"><li>• Completed a Residency Program in Emergency Medicine or have significant Emergency Medicine experience (3 years) if a non-Emergency Residency Program was completed</li></ul>   |
| Education:   | <ul style="list-style-type: none"><li>• Medical School Degree</li></ul>  |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• BLS, ACLS, and PALS certified.</li><li>• Must be able to work as a team member and develop productive and cooperative working relationships with all members of the health care team</li><li>• This position requires a knowledge of, and sensitivity to cultural and language differences. Must have excellent interpersonal skills in handling interactions with hospital staff, other agencies, groups, and patients and families</li><li>• Familiar with use of Electronic Medical Records.</li><li>• A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.</li></ul> |

### PREFERRED QUALIFICATIONS

- Competent with use of Electronic Medical Records.
- Competent with use of portable ultrasound.
- Bilingual skills in English and the Navajo language.

### WORK ENVIRONMENT

Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors and staff.

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Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

### NAVAJO/INDIAN PREFERENCE

FDIHB is located within the Navajo Nation and, in accordance with Navajo Nation law, has implemented a Navajo/Indian Preference in Employment Policy. Pursuant to this Policy, applicants who meet the minimum qualifications for this position and who are enrolled members of the Navajo Nation will be given primary preference in hiring and employment for this position and members of other federally-recognized Indian tribes will be given secondary preference. Other candidates will be considered only after all candidates entitled to primary or secondary preference have been fully considered.

### OTHER

All employees must uphold all principles of confidentiality and patient care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

***Disclaimer:*** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

REVIEWED BY		TITLE	
APPROVED BY		TITLE	
DATE POSTED		DATE HIRED	

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### ACKNOWLEDGMENT

I have reviewed the content of this **STAFF PHYSICIAN (EMERGENCY MEDICINE)** position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

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*Employee (printed name)*

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*Employee (signature)*

\_\_\_\_\_  
*Date*

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