



PO Box 649 FORT DEFIANCE, AZ 86504 PHONE: 928.729.8000 FAX: 928.729.8019 WEBSITE: WWW.FDIHB.ORG

STAFF PHYSICIAN (OTOLARYNGOLOGIST)

Position Description

Division:	Medical	Reports to (title):	Chief of Surgery
Department:	Surgical Services	Job Location:	Tsehootsooi Medical Center
Job Code:		Supervises:	No
Pay Grade:	\$203,340.80 - \$305,011.20/annually	Classification:	Exempt
Hours/week:	40+hours per week	Effective Date:	March 28, 2010
Type of Position:	Regular Full time	Revised Date:	July 20, 2016

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Fort Defiance Indian Hospital Board, Inc. (FDIHB) 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.
- Maintain a current insurable driver's license.

POSITION PURPOSE

This position is located in the Surgery Services Branch within the Division of Clinical Services. The Otolaryngologist duties involves the performance of Otolaryngologic (ear, nose, and throat) medical care services to patients in Indian Health Service hospitals, health centers, clinics, or other designated health care facilities.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

As a senior or expert Medical Officer in Otolaryngology, the incumbent assumes responsibility for direct patient care, consultation, and related administrative and advisory services. This includes the following:

Direct Patient Care Duties:

- Provides a wide range of medical and surgical care to patients at Fort Defiance Indian Hospital. Provides medical and surgical care to patients at field clinics, if any are scheduled.
- Treats patients referred from other facilities.
- Takes call as determined by the department.

Consultation Services:

- Provides consultations on ear, nose, and throat cases to medical providers from other facilities and from within FDIH, by

Position Description

telephone or in writing.

- Maintains good communication with other providers and other departments.

Administrative Duties:

- Completes medical records in a timely manner.
- Maintains appropriate and necessary continuing medical education.
- Attends designated medical staff meetings.

Performs other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

- | | |
|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Experience: | <ul style="list-style-type: none">• Completion of an approved Four (4) or Five (5) year residency or other accredited training in otolaryngology, or a combination of such training with appropriate experience• Must be Board eligible |
| Education: | <ul style="list-style-type: none">• Doctor of Medicine degree• Certification by an American specialty board in Otolaryngology• Must be Board certified |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Assignments cover a wide range of cases. The medical officer is expected to carry out duties with very little or no technical guidance. The officer is responsible for determining when advice should be sought from the supervisor or from consultants.• The incumbent is expected to be knowledgeable of FDH medical staff by-laws, rules, and policies and procedures.• Travel may be necessary to carry out the assigned duties and responsibilities of this position (for field clinics and for education). The incumbent must be willing to drive, and must maintain a valid driver's license.• A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers. |

PREFERRED QUALIFICATIONS

- 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. |

STAFF PHYSICIAN (OTOLARYNGOLOGIST)

Position Description

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, Inc. 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	RaMona Wauneka	TITLE	Human Resources Manager
APPROVED BY		TITLE	
DATE POSTED		DATE HIRED	

STAFF PHYSICIAN (OTOLARYNGOLOGIST)

Position Description

ACKNOWLEDGMENT

I have reviewed the content of the **STAFF PHYSICIAN (OTOLARYNGOLOGIST)** 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:

Employee (printed name)

Employee (signature)

Date
